

ORDINANCE # O-95-2014

AN ORDINANCE TO EDIT SECTION 4.5 OF THE POLICIES AND PROCEDURES MANUAL; ESTABLISHING AN EMERGENCY

WHEREAS, the Village Council of the Village of Bolivar, Ohio, wishes to amend Section 5.4 Flex Time and Procedures of the Village of Bolivar to state:

The Police Chief, patrolmen, and other Village officials as the Mayor may authorize in writing with the approval of Council may take any hours worked over forty (40) hours per week in the form of flex time as opposed to compensatory time or overtime. The pump house hours may also be approved for flex time per the Mayor's discretion.

Flex time may be taken in increments of up to four (4) hours without prior approval. The Mayor must sign off on the flex time usage in increments of more than four (4) hours prior to the flex time being used. Any flex time accrued must be used within thirty (30) days of its accrual.

Employees may attend any meeting of Council, but will not get paid or allowed to utilize flex time in attending the meeting, unless said meeting pertains to their department or the employee is attending the meeting by specific request of the Mayor of Council. If a department head is unable to attend a meeting, they may direct another employee to attend in their stead only if absolutely necessary. Department heads may flex their time for regular Council meetings, but not for special sessions or work sessions, unless such flex time has been approved in advance.

Now, therefore be it ordained by the Village Council the Village of Bolivar, Ohio, as follows:

SECTION 1. The Village Council for the Village of Bolivar hereby amends Section 4.5 Flex Time of the Policies and Procedures of the Village of Bolivar to include the aforementioned language

SECTION 2. This Ordinance is hereby declared to be an emergency measure and its passage is immediately necessary in order to preserve, protect, and maintain health, safety and welfare of the citizens of the Village of Bolivar, Ohio, to provide for greater guidance to current employees and officials regarding the current policies for flex time, and therefore the same shall be in full force and effect immediately.

PASSED: _____

REBECCA HUBBLE, MAYOR

ATTEST:

MARIA A. APP, CLERK/TREASURER