

Resolution 2024-28

A RESOLUTION APPROVING THE CHANGES TO THE 2024 VILLAGE OF SWANTON  
PERSONNEL MANUAL AND DECLARING AN EMERGENCY

WHEREAS, the Council of the Village of Swanton desires to Approve the necessary changes to the Village of Swanton Personnel Manual

BE IT ORDAINED, by the Council of the Village of Swanton, Ohio, two-thirds (2/3) of the members elected thereto concurring and as follows:

Section One. The Council of the Village of Swanton modifies the Personnel Manual as follows: (see attached)

Section Two. That it is found and determined that all formal actions of this Village Council concerning and relating to the adoption of this resolution were adopted in an open meeting of this Village Council, and that all deliberations of this Village Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section Three. That this resolution shall be declared an emergency measure necessary for the immediate preservation of public health, safety and welfare of the Village of Swanton and be effective at the earliest time all allowed.

Motion to Suspend:

Moved: Messenger      Second: Westhoven      YEAS: 5      NAYS: 0

Vote on Passage

Moved: Messenger      Second: Westhoven      YEAS: 5      NAYS: 0

Date of Passage: May 13, 2024

  
Derek Kania, Council President

Attest:

I, Holden Benfield, Fiscal Officer of the Village of Swanton, do hereby certify that this is a true and accurate copy of Resolution 2024-28 passed on May 13, 2024

  
Holden Benfield, Fiscal Officer

## **18.00 Attendance Policy**

### **Purpose:**

This Attendance Policy outlines the expectations and procedures for attendance and punctuality. The purpose of this policy is to ensure consistent attendance and maintain productivity in support of the Village's mission and goals. This policy applies to all employees of the Village of Swanton regardless of employment status (full-time, part-time, temporary, etc.), unless otherwise specified in individual employment contracts or agreements.

### **Policy:**

Employees are expected to adhere to the established work hours. Work hours may vary depending on the department or position, and employees should consult their supervisor or departmental guidelines for clarification.

Employees are expected to arrive at work on time and be ready to begin work at their scheduled start time. Tardiness, defined as arriving late to work without prior approval or valid reason, is not acceptable and may result in disciplinary action.

### **Timekeeping:**

Employees are responsible for accurately recording their work hours using the designated timekeeping system provided by the Village of Swanton. This may include manual timesheets or electronic time tracking systems. Any discrepancies or errors in timekeeping should be promptly reported to the appropriate supervisor or Fiscal Officer for resolution.

### **Leave Policies:**

Employees are entitled to various types of leave, including annual leave (vacation), sick leave, and holidays, as outlined in 8.00 of the Village of Swanton's Employee Handbook. Requests for leave must be submitted in advance and approved by the employee's supervisor or designated personnel, except in cases of emergency or unforeseen circumstances.

### **Reporting Absences:**

In the event of illness or other circumstances preventing attendance at work, employees must notify their supervisor or departmental representative as defined in section 8.0 of the Employee Handbook. Absences should be reported using the designated reporting method established by the Village of Swanton, which may include phone, email, or online systems.

**Consequences for Non-Compliance:**

Failure to comply with this Attendance Policy, including excessive absenteeism or tardiness, may result in disciplinary action, up to and including termination of employment. Disciplinary measures will be applied consistently and in accordance with the Village of Swanton policies and procedures.

**Policy Review:**

This Attendance Policy will be periodically reviewed and updated as necessary to ensure compliance with applicable laws and regulations and to reflect any changes in organizational needs or practices.