

**AN ORDINANCE ADOPTING THE AMENDED EMPLOYEE HANDBOOK AND
JOB DESCRIPTIONS FOR THE VILLAGE OF WAYNESFIELD, AUGLAIZE
COUNTY, OHIO**

WHEREAS, the Village of Waynesfield (the "Village") employs employees and maintains an employee handbook and policies and procedures;

WHEREAS, the Village Council of the Village (the "Council") has authorized the amendment and modernization of the employee handbook (the "Handbook") and job descriptions (the "Job Descriptions"); and

WHEREAS, Clemans, Nelson & Associates, Inc. ("Clemans Nelson") has provided the recommendations and revisions to the Handbook and the Job Descriptions which are attached hereto as Exhibits A and B respectively; and

WHEREAS, the Council desires to adopt the recommendations of Clemans Nelson and to amend in its entirety the existing employee handbook and job descriptions;

**NOW THEREFORE, BE IT ORDAINED, BY THE COUNCIL OF THE
VILLAGE OF WAYNESFIELD, AUGLAIZE COUNTY, OHIO, AT LEAST A
MAJORITY THEROF CONCURRING THAT:**

Section 1. The revisions to the Employee Handbook as set forth on the attached Exhibit A are hereby approved, established, and enacted.

Section 2. The revisions to Job Descriptions attached as Exhibit B are hereby approved, established, and enacted.

Section 3. By virtue of this Ordinance, any existing employee handbooks or job descriptions are amended in their entirety as set forth on Exhibits A and B.

Section 4. That all ordinances and resolutions inconsistent with this Ordinance be, and the same hereby are, repealed.

Section 5: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

BE IT FURTHER ORDAINED that this Ordinance shall be in full force and effect from the earliest period allowed by law.

VOTE

First reading

BALL: *yes*

HUTSON: *yes*

MILLER: *Absent*

WALTI: *yes*

NICKLES: *yes*

FOX: *yes*

Second reading

BALL: *yes*

HUTSON: *yes*

MILLER: *yes*

WALTI: *yes*

NICKLES: *yes*

FOX: *Absent*

Third reading

BALL: *yes*

HUTSON: *yes*

MILLER: *yes*

WALTI: *yes*

NICKLES: *yes*

FOX: *yes*

Passed in Council this 15 day of December, 2025.


Rodney Luina, Mayor

Attest: Sarah Montgomery
Sarah Montgomery, Fiscal Officer

Approved as to Form:


Daniel L. Bey, Esq., Village Solicitor