

RESOLUTION 2024-N

A RESOLUTION ESTABLISHING A POLICY FOR ALL REPRIMANDS TO BE PLACED INTO WRITTEN FORM AND RECORDED DIGITALLY THROUGH EITHER GOOGLE DOCS OR GOOGLE SHEETS AND THEN PRINTED AND THEN SIGNED BY THE PERSON ISSUING THE REPRIMAND AND BY THE PERSON RECEIVING THE REPRIMAND AND A COPY OF SAME SHALL BE PLACED WITHIN THE PERSONNEL FILE OF THE RECIPIENT OF THE REPRIMAND.

WHEREAS, Village Council was made aware that the present policies and procedure manual provides for the provision of verbal reprimands and that verbal reprimands are not necessarily recorded; and

WHEREAS, Village Council is aware of a need to ensure that all reprimands of Village employees be recorded; and

WHEREAS, the Village Council wants to ensure that all reprimands be recorded and therefore it was necessary to establish a policy for the issuance and recording of same;

NOW THEREFORE, be it resolved by the Council of the Village of Arcadia, Ohio:

Section 1: That the Village Council does hereby establish the following policy: All reprimands shall be placed into written form and recorded digitally through either Google Docs or Google Sheets and then printed and then signed by the person issuing the reprimand and by the person receiving the reprimand and a copy of same shall be placed within the personnel file of the recipient of the reprimand.

Section 2: It is found and determined that all deliberations and actions of Council concerning and related to the passage of this Resolution were held in meeting open to the public in compliance with all legal requirements including section 121.22 of the Ohio Revised Code.

Section 3. That this Resolution is necessary for the daily operations of the Village of Arcadia.

Passed in regular session of Arcadia Village Council this 9th day of September, 2024

Vote:

Attest:

Mayor Brian Fink

Fiscal Officer, Amie Clouse

CERTIFICATE

The undersigned, Clerk of the Council of the Village of Arcadia, Ohio, hereby certifies that on the _____ day of _____, she did post a copy of the foregoing Resolution at the following designated public places, and that the said copies did remain as posted for a period of fifteen days.

1. Town Hall Bulletin Board.
2. Electric Department Office
3. Arcadia Superette
4. Honey Joe's Cafe
5. www.villageofarcadia.com

Clerk of Council