

## RECORD OF ORDINANCES

BEAR GRAPHICS 800-325-8094 FORM NO. 30043

Ordinance No. 2021-08Passed April 08, 20 2021**AN ORDINANCE TO RECLASSIFY A PART-TIME VILLAGE CLERK ASSISTANT TO A CLASS 3 EMPLOYEE IN THE PERSONNEL POLICY & PROCEDURE MANUAL AS AN EMERGENCY MEASURE**

**WHEREAS** the Assistant to the Village Clerk position recently became vacant;

**WHEREAS** the current classification and starting wage rate are too low for the responsibilities of the position;

**WHEREAS** the reclassification of this position enables the Village to seek more qualified applicants for this vacancy;

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Village of Sabina three-fourths or more of the members of the council elected thereto concurring that:

**Section 1:** The Assistant to the Village Clerk will be redefined as a class 3 employee with a starting hourly compensation of \$13.50.

**Section 2:** All other details of the position shall remain the same as described in the "Village of Sabina Personnel Policy and Procedure Manual" (Edition 2021-001).

**Section 3:** The above changes shall be input in Form T – Job Descriptions of the "Village of Sabina Personnel Policy and Procedure Manual."

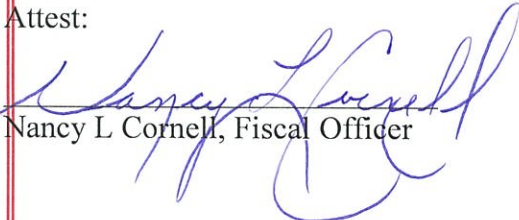
**Section 4:** The "Village of Sabina Personnel Policy and Procedure Manual Edition 2021-002" and all of its contents shall be the official manual for employees.

**Section 5:** Previous versions of the "Village of Sabina Personnel Policy and Procedure Manual" are now null and void.

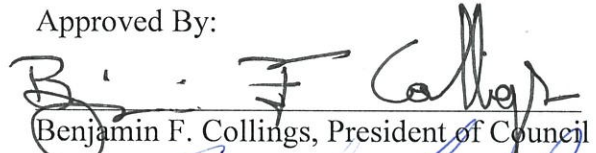
**Section 6:** This Ordinance hereby is declared an emergency measure necessary for the immediate preservation of the public health, safety, and welfare, taking effect at the first allowable date by law upon passage.

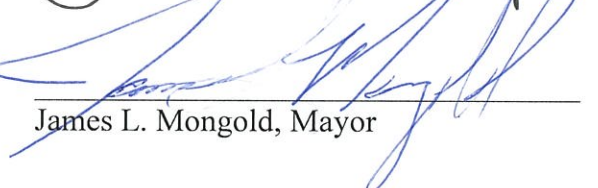
Passed this day April 8, 2021

Attest:

  
Nancy L. Cornell, Fiscal Officer

Approved By:

  
Benjamin F. Collings, President of Council

  
James L. Mongold, Mayor