

RECORD OF ORDINANCES

0413

BEAR GRAPHICS 800-325-8094 FORM NO. 30043

Ordinance No. 2023-06 Passed March 23, 2023

AN ORDINANCE ESTABLISHING & IMPLEMENTING THE POSITION OF FULL TIME ADMINISTRATIVE ASSISTANT FOR JORDAN GROVES

WHEREAS Jordan Groves, part-time Administrative Assistant has faithfully and dutifully fulfilled her duties and responsibilities in her current position;

WHEREAS the Village Council of Sabina, Clinton County, Ohio employs a number of full-time and part-time employees;

WHEREAS the Village seeks to establish Jordan Groves as a full-time employee;

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Sabina, Clinton County, Ohio two-thirds or more of the members of the council elected thereto concurring that:

Section 1: Jordan Groves shall be permitted to work full-time in her role as Administrative Assistant and be entitled to all the benefits of a full-time employee granted by the Village.

Section 2: This change in job description shall be reflected in the Village's current policy and procedure manual.

Section 3: This ordinance does not change or alter the wage rate for said Village employee.

1st Read: February 23, 2023


2nd Read: March 9, 2023

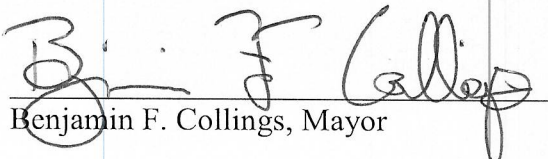
3rd Read: March 23, 2023

Attest:


Chastity Pinkerton, Fiscal Officer

Approved By:


Abraham Arnold, President of Council


Benjamin F. Collings, Mayor