

VILLAGE OF WINDHAM
OHIO

RESOLUTION NO. R-2011-10

**A RESOLUTION ESTABLISHING A JOB DESCRIPTION FOR A FULL TIME,
TEMPORARY, WATER DEPARTMENT EMPLOYEE AND DECLARING AN
EMERGENCY**

WHEREAS, the Windham Village Administrator has informed the Personnel, Safety and Rules Committee and the Utility Committee that it is necessary to establish a position for a temporary employee for assistance in meeting short-term needs in the Water Department of the Village of Windham; and

WHEREAS, the Safety, Personnel and Rules Committee has determined that it is necessary to establish a job description for this employee.

NOW THEREFORE BE IT RESOLVED by the Council of the Village of Windham, State of Ohio, two thirds or more of the members thereto concurring that:

Section 1: The recommendation of the Safety, Personnel and Rules Committee is hereby accepted.

Section 2: A job description for a temporary water department employee, as is set forth in the attached Exhibit "A", is hereby designated as a job description for a Temporary Water Department Laborer in the water department of the Village of Windham.

Section3: The position of Temporary Water Department Laborer shall be of six months duration, on a full-time basis, and without benefits other than participation on the Ohio Public Employee Retirement System.

Section 4: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were accepted in an open meeting of this Council, and that deliberations of this Council and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with Section 121.22 of the Ohio Revised Code.

Section 5: This Resolution is hereby declared to be an emergency measure, becoming effective immediately on passage by Council and approval by the Mayor, for the reason that there is a present need for the position of a Temporary Water Department Laborer for the Village of Windham water department, and to maintain the health, safety and general welfare of the Village of Windham it is necessary to establish a job description for such an employee, so as to attract suitable candidates as soon as possible.

PASSED IN COUNCIL AS AN EMERGENCY ON FEBRUARY 22, 2011.

Vote of Council: Ayes: Mrs. Meszaros, Mr. Garrett, Mrs. Rininger, Mrs. Barrett, Mrs. Miranda

Nays: None.

Attest:

Approved:

Village Fiscal Officer, Lloyd Billman

Mayor, Robert Donham II

Approved as to Legal Form:

Solicitor, Thomas Reitz

EXHIBIT "A"

Temporary Water Department Laborer

The position of a Temporary Water Department Laborer in the Village of Windham Water Department is hereby established. The Temporary Water Department Laborer shall be responsible for doing all tasks as assigned by the Village Administrator within the water department, and as needed also for other Departments within the Village.

The position shall be a full time position, but shall be temporary in nature, and will end six (6) months after the date of hire. The position has no benefits other than participation on the Ohio Public Employee Retirement System.

All provisions of the Village of Windham Employee Handbook, either as presently in place or enacted in the future are applicable to the position of Temporary Water Department Laborer.