Village of Bolivar, Ohio

Ordinance Number: ___O-30-2025_____

TITLE: AN ORDINANCE TO AUTHORIZE THE POSITION AND HIRING OF A WATER UTILITY CLERK/OFFICE ASSISTANT; AND DECLARING AN EMERGENCY

WHEREAS, the Village Council of the Village of Bolivar, Ohio, has identified a need to fill the position of Water Utility Clerk/Office Assistant for the Village of Bolivar; and

WHEREAS, ___**Sue Anderson**_____ has expressed an interest and desire to be hired by the Village of Bolivar as a Water Utility Clerk/Office Assistant; and

WHEREAS, the Village Council desires to hire _____**Sue Anderson**_____ as Water Utility Clerk/Office Assistant to work between ten (10) and twelve (12) hours per week and be compensated at the hourly rate of pay of seventeen ($17.00) per hour; and

WHEREAS, in her capacity as Water Utility Clerk/Office Assistant, the employee shall be entitled to any benefits or other terms of employment as required by law or offered to part-time employees of the Village of Bolivar in accordance with this Ordinance and any/all applicable policies and procedures of the Village of Bolivar.

NOW THEREFORE**,** BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BOLIVAR, COUNTY OF TUSCARAWAS, STATE OF OHIO, A MAJORITY OF ITS MEMBERS ELECTED THERETO CONCURRING, THAT:

SECTION 1. Contingent upon passing a background check, the Village Council for the Village of Bolivar hereby approves the hiring of ____**Sue Anderson**_____ as Water Utility Clerk/Office Assistant effective as of December 1, 2025

SECTION 2. As Water Utility Clerk/Office Assistant, the employee shall work between ten (10) and twelve (12) hours per week and shall be compensated at the regular hourly rate of seventeen ($17.00) per hour.

SECTION 3. In accordance with established policies and procedures of the Village of Bolivar, the employee shall serve an initial probationary of six (6) months and upon successful completion of the six (6) month probationary period the employee shall be eligible for a probationary raise of one dollar ($1.00) per hour, for a total hourly rate of pay of eighteen dollars ($18.00).

SECTION 4. This Ordinance repeals all previous Ordinances or parts thereof in conflict herewith.

SECTION 5. It is found and determined that all formal actions of this Council concerning and related to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any its committees that

resulted in such formal action were in meeting open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 6. This Ordinance is hereby declared to be an emergency measure for the immediate preservation of the public peace, health, safety, and general welfare for the reason that the Village is in immediate need of a Water Utility Clerk/Office Assistant; and, this Ordinance shall be in full force and effective immediately upon its passage.

PASSED IN COUNCIL this __4__ day of _December_ 2025.

Attest:

_____ _____

Mayor Curtis Strauss Maria App, Fiscal Officer

Approved as to Legal Form by:

_____

Stephan P. Babik, Village Solicitor