

**AN ORDINANCE  
AMENDING THE EMPLOYEE POLICY AND PROCEDURE  
MANUAL TO DETERMINE PART-TIME AND FULL-TIME  
EMPLOYMENT CLASSIFICATION, AND DECLARING AN  
EMERGENCY.**

WHEREAS, the Village of Chagrin Falls has determined that it is necessary to create full-time and regular and seasonal part-time employee classifications to be used for hiring and deployment of Village personnel;

WHEREAS, the Village Council has determined that Section 1.2 of the Village of Chagrin Falls Employee Policy and Procedure Manual (“Manual”) should be amended to create the classifications for full-time and part-time employees to be used for determining when an employee is working part-time or full-time.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE  
OF CHAGRIN FALLS, CUYAHOGA COUNTY, STATE OF OHIO:**

Section 1. Attached hereto and made a part hereof as **Exhibit “A”** is an amendment to Section 1.2 of the Manual to provide for designation of full-time and regular and seasonal part-time employees. The amendment to the Manual shall be effective upon adoption of this Ordinance.

Section 3. That actions of this Council concerning and relating to the passage of this legislation were adopted in lawful meetings of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in compliance with all legal requirements, including Chapter 114 of the Codified Ordinances of the Village of Chagrin Falls.

Section 4. That in accordance with Section 113.01 of the Codified Ordinances of the Village of Chagrin Falls, public notice of this Ordinance shall be given by posting a copy thereof for not less than fifteen (15) days in the Village Hall.

Section 5. This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health and safety of the inhabitants of the Village and for the further reason that in order to deploy personnel, and to determine when employees are entitled to the benefits of full-time employment, this policy needs to take immediately effect; wherefore, provided it receives the affirmative vote of at least two-thirds (2/3)

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**INTRODUCED BY: WYVILLE**

of all members elected to Council, this Ordinance shall be in full force and effect from and immediately upon its passage and approval by the Mayor, otherwise it shall take effect and be in force after the earliest period allowed by law.

PASSED: December 14, 2020

*Erinn W Grube*

Erinn Grube, Council President

Submitted to the Mayor for  
his approval on this

15<sup>th</sup> day of December, 2020

Approved by the Mayor

12/15/2020, 2020

*William A. Tomko*

Mayor William Tomko

I hereby certify that Ordinance No. 2020-57 was duly enacted on the 14<sup>th</sup> day of December, 2020, by the Council of the Village of Chagrin Falls and posted in accordance with Section 113.01 of the Codified Ordinances of the Village of Chagrin Falls.

*David B. Bloom*

David Bloom, Clerk of Council

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**EXHIBIT "A"**

Amendment to the Village of Chagrin Falls Policy and Procedures Manual. Section 1.2 of the Village of Chagrin Falls Policy and Procedures Manual is hereby amended in its entirety to read as follows:

**1.2 WORK SCHEDULES**

A full-time employee is designated as such when hired or converts from a part-time employee to a full-time employee and is one who is regularly scheduled to work at least 40 hours per week throughout a calendar year. A part-time employee is one who does not regularly exceed 29 hours per week throughout a calendar year, and no more than 1,559 hours in a calendar year. Seasonal employees are hired on an as-needed basis by the Village and they work up to 40 hours per week but no more than the greater of 6 months in any calendar year or 1,559 hours in a calendar year.