



NORWOOD, OHIO

Ordinance No. 52 2020

**ORDINANCE ADOPTING THE PERSONNEL POLICY AND PROCEDURE MANUAL  
OF THE CITY OF NORWOOD, OHIO  
AND DECLARING AN EMERGENCY**

**WHEREAS**, in order to emerge from Fiscal Emergency, the City of Norwood has been required by the State Auditor's Office to develop and adopt a number of documents, including a Personnel Policy and Procedure Manual, to guide both the City administration and City employees toward an understandable and fairly administered human resources function within the City of Norwood; and

**WHEREAS**, to accomplish this objective, the City of Norwood has retained outside consultants (Clemens, Nelson & Associates, Inc.) to help develop the City's Personnel Policy and Procedure Manual that states policies and procedures which affect employment with the City of Norwood, based on modern standards and State and Federal laws, and numerous forms to help standardize the City administration's employment interactions with the City's employees; and

**WHEREAS**, the City of Norwood deems it wise to place its core policies relating to employment with the City in one document for the convenience of employees and the City; and

**WHEREAS**, the City's Personnel Policy and Procedure Manual and its forms, have been reviewed, discussed, and edited over a period of months during a series of on-line meetings between the City's outside consultants, and its elected administrative officers; now therefore,

**BE IT ORDAINED** by the Council of the City of Norwood, State of Ohio, as follows:

**SECTION 1.** That the newly-developed Policy and Procedure Manual ("the Manual") and its forms, a copy of which is appended to this Ordinance as Exhibit A, is hereby approved and adopted, and the Manual shall be the policies and procedures of the City of Norwood in relation to the employees and their employment with the City.

**SECTION 2.** All other Ordinances or Policies or portions of Ordinances and Policies, to the extent that they are in conflict with this Ordinance and the updated Personnel Policy and Procedures Manual are hereby repealed.

**SECTION 3.** It is the City's intent to comply with Federal and State labor laws and should any portion of this Ordinance be or come in conflict with these laws, then the City will follow the Federal and State laws.

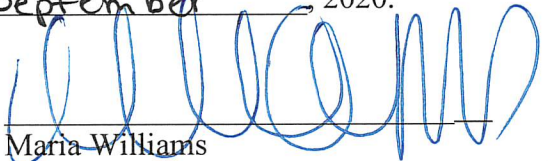
**SECTION 4.** This Ordinance is hereby declared to be an emergency measure for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the City and shall take effect immediately upon its adoption, so the City's Human Resources functions can become more standardized and so that the City can provide this requirement for emergence from its Fiscal Emergency, as soon as possible.

PASSED September 8, 2020  
Date


  
Ken Miracle  
President of Council

**ATTEST:**

Maria Williams, the duly appointed Clerk of Council, attests that this ordinance was passed at a regular special meeting of Norwood City Council on the 8<sup>th</sup> day of September, 2020, in compliance with the rules of Norwood City Council and the laws of the State of Ohio. The foregoing ordinance was submitted to the Mayor of the City of Norwood, Ohio for his signature on the 8<sup>th</sup> day of September 2020.

  
\_\_\_\_\_  
Maria Williams  
Clerk of Council

APPROVED 08 SEPT 20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Victor Schneider  
Mayor

**CERTIFICATION OF PUBLICATION:**

Maria Williams, the dully appointed Clerk of Council, attests that this ordinance was published in the \_\_\_\_\_ on \_\_\_\_\_ and \_\_\_\_\_.  
(Name of Newspaper) (date) (date)

\_\_\_\_\_  
Maria Williams  
Clerk of Council

1<sup>st</sup> Reading \_\_\_\_\_  
Date

2<sup>nd</sup> Reading \_\_\_\_\_  
Date

3<sup>rd</sup> Reading \_\_\_\_\_  
Date

All 3 Readings 9-8-2020  
Date

Tabled \_\_\_\_\_  
Date

Vetoed \_\_\_\_\_  
Date