

# CITY OF CLAYTON, OHIO

ORDINANCE NO. O – 07 –22 - 19

## AN ORDINANCE APPROVING AMENDMENTS TO ARTICLE 6 AND ARTICLE 27 OF THE CITY'S PERSONNEL PRACTICES MANUAL

**WHEREAS**, pursuant to Charter Section 11.03, Council adopted Ordinance No. O-08-99-15 on October 7, 1999 adopting a Personnel Practices Manual; and

**WHEREAS**, the City Staff has recommended amendment of Article 6, Section B of the Personnel Practices Manual to add Juneteenth as a holiday, as shown on the attached *Exhibit A*; and

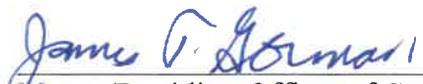
**WHEREAS**, the City Staff has recommended amendment of Article 27 of the Personnel Practices Manual to include additional methods of reporting fraud, as shown on the attached *Exhibit A*.

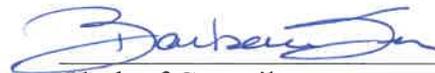
### NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CLAYTON, STATE OF OHIO:

1. That Article 6, Section B, and Article 27 of the City's Personnel Practices Manual is hereby amended as delineated in the attached *Exhibit A*.
2. That the City Manager is authorized to revise those portions of the Personnel Practices Manual, if any, which are directly impacted by the above language revisions.
3. That in accordance with Clayton Charter Section 4.031 the requirement that this enactment be read on two (2) separate days is complied with by readings on July 21, 2022 and August 4, 2022.
4. That in accordance with Clayton Charter Section 4.031(H) this enactment shall become effective thirty days after its second reading and enactment.

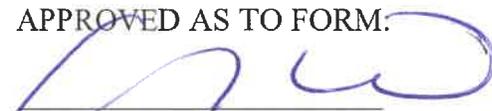
ADOPTED BY COUNCIL ON AUGUST 4, 2022.

#### AUTHENTICATION:

  
\_\_\_\_\_  
Mayor (Presiding Officer of Council)

  
\_\_\_\_\_  
Clerk of Council

#### APPROVED AS TO FORM:

  
\_\_\_\_\_  
Law Director

CERTIFICATION OF PUBLICATION

This shall certify that that the text of the above referenced enactment or a summary thereof was published once in the following newspaper and a summary posted in three places of public access as designated by Council.

Name of newspaper

Brookville Star

Date of publication

July 27, 2022

Barbara J. ...

CLERK

**ARTICLE 6 SECTION B****Holidays**

The following holidays are authorized and approved as City holidays. Administrative offices will be closed for all holidays listed below. Holidays falling on a Saturday or Sunday will be recognized on Friday or Monday as determined by the City Manager. Full-time hourly employees required to work on a designated holiday will be paid holiday pay plus one- and one-half times their rate of pay for all hours worked. Part-time employees required to work on a designated major holiday as outlined in the holiday listing below, will be paid one- and one-half times their regular rate for all hours worked. For non-union employees working twenty-four (24) hour shifts, refer to Article 22. At their discretion, and with approval of their supervisor, full-time and part-time employees may trade a holiday worked for another paid day off.

New Year's Day (Major Holiday)

Martin Luther King Day

Memorial Day

**Juneteenth**

Independence Day (Major Holiday)

Labor Day

Veteran's Day

Thanksgiving Day (Major Holiday)

Day after Thanksgiving Day

Christmas Eve (Major Holiday)

Christmas Day (Major Holiday)

New Year's Eve (Major Holiday)

Collective bargaining agreements may specify different holidays for affected operating departments.

**ARTICLE 27****Auditor of State's Fraud Reporting System**

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll-free number, the Auditor of State's website, **a mobile app, by email** or through the United States' mail:

**Auditor of State's fraud contact information:**

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State's Office  
Attn: Special Investigation Union  
88 East Broad Street, 10<sup>th</sup> Floor  
Columbus, OH 43215

Website: [www.ohioauditor.gov](http://www.ohioauditor.gov) - on the home page,  
click on “learn more” under Reporting Fraud

Email your tip: @ [fraudohio.ohio@ohioauditor.gov](mailto:fraudohio.ohio@ohioauditor.gov)

Mobile App: See download the app:

**For Apple users:**

Visit the Apple App Store via your mobile device or Apple computer and search for Ohio Stops Fraud. This app is available for iOS7 users who own the iPhone 4 or later models.

**For Android users:**

Visit the Google Play Store via your mobile device or computer and search for Ohio Stops Fraud.