

RECORD OF ORDINANCES

0029

Ordinance No. 04-07

Passed \_\_\_\_\_, 20\_\_\_\_

**AN ORDINANCE AUTHORIZING THE MAYOR TO DRAFT AND ENFORCE THE PROVISIONS OF A PERSONNEL MANUAL FOR VILLAGE EMPLOYEES**

**WHEREAS**, the Village requires a written policy to establish policies and procedures for Village employees,

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF LITHOPOLIS:**

**SECTION 1:** The Mayor and his designees are hereby authorized to draft and enforce the provisions of a personnel manual which outlines policies and procedures for Village employees.

**SECTION 2:** The Mayor and his designees are also authorized to amend the personnel manual as needed as an administrative function.

DATE PASSED:

ATTEST: Sandhya  
CLERK

SIGNED: [Signature]  
MAYOR

DATE: 2/22/07 DATE: 2/22/07

APPROVED AS TO FORM:

[Signature]  
BROWNING & COOKE  
VILLAGE SOLICITORS  
BY: JON M. BROWNING