

Ordinance No. 2012-10

Passed June 14, 2012

AN ORDINANCE CREATING THE POSITION, SETTING THE SALARY AND ESTABLISHING HOURS AND BENEFITS PROVIDED TO TRINA B. MARTIN AS THE MAYOR’S ADMINISTRATIVE ASSISTANT OF THE VILLAGE OF SABINA, CLINTON COUNTY, OHIO AND DECLARING AN EMERGENCY

WHEREAS, Trina B. Martin, has trained a replacement and submitted her resignation as the Fiscal Officer of the Village of Sabina.

WHEREAS, the Council deem it appropriate to create a position for Trina B. Martin to continue to offer training assistance in the Fiscal Office and the Utility Office and perform other administrative duties as designated by the Mayor.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF SABINA, CLINTON COUNTY, OHIO, THAT:

SECTION 1: The Position of Mayor’s Administrative Assistant is hereby created for the purpose of continuing the employment of Trina B. Martin.

SECTION 2: Trina B. Martin shall be paid a salary of \$35,875.06 per year payable in 26 bi-weekly payments.

SECTION 3: The probationary period is hereby waived due to Trina's 22 years of experience in the field of governmental fund accounting and familiarity of the operations of the Village of Sabina.

SECTION 4: All vacation and sick accruals currently earned by Trina B. Martin as the Fiscal Officer shall transfer with her to the Mayor’s Administrative Assistant position.

SECTION 5: Trina's hours of work shall fluctuate with the workload but she will keep the usual office hours from 9:00 a.m. to 3:00 p.m. Monday through Friday. These hours may be adjusted as approved by the Mayor.

SECTION 6: Trina’s Vacation leave shall accrue at 3.1 hours per pay period and Sick leave will accrue at 4.6 hours per pay period the same as when she served as Fiscal Officer. Leave taken per day shall reflect her usual work hours rather than an eight hour day.

SECTION 7: All Health, Life, Dental, and such other benefits that are offered to other employees shall be offered to Ms. Martin under the same conditions as established by the employee manual.

SECTION 8: The Council deem it appropriate to create a position for Trina B. Martin to continue to offer training assistance in the Fiscal Office and the Utility Office and perform other administrative duties as designated by the Mayor.

SECTION 9: This ordinance shall be declared an emergency measure due to the need to establish the position, salary and benefits provided to the Mayor’s Administrative Assistant so the new Fiscal Officer can be appointed, training can continue and Village operations aren’t disrupted.


Whereas, this Ordinance shall take effect immediately,

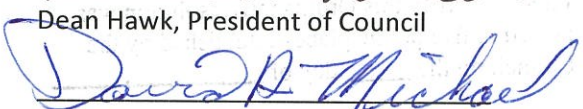
Passed this 14th day of June, 2012

Attest:

Approved by:


Trina B. Martin, Fiscal Officer


Dean Hawk, President of Council


David A. Michael, Mayor

I hereby certify this Ordinance/Resolution was posted in five public places established by the Council on the 21 day of JUNE, 2012

