

**RESOLUTION NO. 2017-56**  
**INTRODUCED BY: ADMINISTRATION**

**A RESOLUTION AUTHORIZING THE MAYOR OF THE CITY OF LYN DHURST, OHIO, TO HAVE PREPARED AND PUBLISHED AN EMPLOYEE HANDBOOK FOR USE BY THE EMPLOYEES OF THE CITY, AND DECLARING AN EMERGENCY**

**WHEREAS**, Federal and State Legislators have enacted various laws which govern the actions of City employees, and which set out the rights, duties and obligations of City employees; and

**WHEREAS**, this Council has enacted Ordinances which govern the actions of City employees, and which set out the rights, duties and obligations of City employees; and

**WHEREAS**, in many instances the rights, duties and obligations of City employees are administrative concerns which are within the jurisdiction of the Mayor as Chief Executive Officer; and

**WHEREAS**, in addition to the requirements imposed by Federal Law, State Law and the Codified Ordinances, there are numerous administrative rules which should be published to outline the rights, duties and obligations of City employees; and

**WHEREAS**, this Council determines that the Mayor, as Chief Executive Officer, is in the best position to publish and enforce said rules. Now, therefore,

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYN DHURST, CUYAHOGA COUNTY, STATE OF OHIO, THAT:**

**SECTION 1.** The Mayor be and is hereby directed to have prepared and published an employee handbook for all employees of the City of Lyndhurst, Ohio.

**SECTION 2.** That all provisions enacted by the Federal Government and the State regarding employees in the City, including benefits and terms of employment, should be clearly stated in said handbook.

**SECTION 3.** That all provisions enacted by this Council regarding employees in the City, including benefits and terms of employment, should be clearly stated in said handbook.

**SECTION 4.** That said handbook should provide that in the case of any conflict between the handbook and Federal Law, State Law or the Codified Ordinances, Federal Law, State Law or the Codified Ordinances shall govern.

**SECTION 5.** That said handbook shall provide that in the case of any conflict between the handbook and any Collective Bargaining Agreement approved by Lyndhurst City Council, the terms of the Collective Bargaining Agreement shall control.

**SECTION 6.** That each employee will be required to sign a document as evidence of receipt of the employee handbook.

**SECTION 7.** That the Mayor shall be instructed to change the terms of said handbook from time to time when, in the opinion of the Mayor, it may necessary, provided said terms do not conflict with any provisions of Federal Law, State Law or the Codified Ordinances.

**SECTION 8.** That this Council finds and determines that all formal actions of this Council relating to the adoption of this Ordinance have been taken at open meetings of this Council; and that deliberations of this Council and of its committees, resulting in such formal action, took place in meetings open to the public, in compliance with all statutory requirements including the requirements of Section 121.22 of the Ohio Revised Code.

**SECTION 9.** That this Resolution shall take effect at the earliest time allowed by law.

PASSED: September 5, 2017

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**MAYOR**

\_\_\_\_\_  
**VICE MAYOR**

ATTEST: \_\_\_\_\_  
**Clerk of Council**

I, the undersigned Clerk of Council of the City of Lyndhurst, hereby certify that there is no newspaper published or having an office of publication in said City, and that I published the foregoing Ordinance by advertising the same by title on one day in each of two consecutive weeks in a newspaper of general circulation in said City, on September 14, 2017 and September 21, 2017.

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**Clerk of Council**

First Reading: September 5, 2017

Second Reading: Suspended

Third Reading: Suspended

Passed 9-05-2017