

ORDINANCE NO. 05 -2024

**AN ORDINANCE CHANGING THE PART-TIME POSITION OF
ADMINISTRATIVE ASSISTANT INTO A FULL-TIME POSITION
OF ADMINISTRATIVE ASSISTANT AND ESTABLISHING THE
HOURLY SALARY THEREFORE.**

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BELLAIRE,
COUNTY OF BELMONT, STATE OF OHIO:

SECTION 1: That the part-time position of administrative assistant is abolished and the full time position of administrative assistant is created to replace it. The job description will remain the same and is incorporated herein.

SECTION 2: That the hourly salary for the position of administrative assistant will be \$13.00 per hour, effective April 7, 2023. The position is entitled to the standard benefits offered to full time employees of the Village of Bellaire, and subject to the terms of and conditions of the Village of Bellaire Employee Handbook.

SECTION 3: The established working hours will be from 8:00 am to 4:00 pm, Monday through Friday, with the exception of the 1st and 3rd Thursdays of each month, for scheduled council meetings. During the 1st and 3rd Thursdays of each month, the working hours shall be 8:00 am to 1:00 pm or 11:00 am to 4:00 pm, to allow for 3 - paid hours for council meeting Clerk of Council duties. Once the schedule for the 1st and 3rd Thursdays of each month is set, it must be followed consistently. No overtime hours are authorized without prior written approval.

SECTION 4: The position of full time administrative assistant will have a 6 month probationary period consistent with Ordinance # 2022-16.

SECTION 5: That all other Ordinances or Resolutions, or portions thereof, which are in conflict with this Ordinance are hereby repealed.

SECTION 6: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including section 121.22 of the Ohio Revised Code.

SECTION 7: That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Adopted at a regular meeting of the Council of the Village of Bellaire held this 21st day of March, 2024 by the 3 yeas votes of its eligible members.

ATTESTED:

Marla L. Krupnik
Marla Krupnik, Fiscal Officer

Edward L. Marling
Edward L. Marling, Mayor

Date: 3-21-24

Date: 3-21-24

CERTIFICATE OF POSTING

I, Mary Hegelow, Clerk of Council, do hereby certify that the foregoing Resolution was published by posting the same in five (5) public places within the Village of Bellaire, Ohio as provided by Ordinance No 1229, for a period of not less than fifteen (15) days, said Ordinance having been first posted on 03/25/24.

