

AYERSVILLE WATER & SEWER DISTRICT

RESOLUTION: 1707.02

A RESOLUTION TO AMEND THE DISTRICT'S EMPLOYEE HANDBOOK

WHEREAS, the Ayersville Water and Sewer District, Defiance County, Ohio (the "District") has an employee handbook ("Handbook") which provides policies and processes which are significant to the governance and procedures of District operations ; and

WHEREAS, the Handbook can be amended by the District's Board; and

WHEREAS, the Board finds it in the best interest of the District to amend that Handbook; and

WHEREAS, the amended Handbook ("Amended Handbook") as adopted by this Resolution shall completely supercede and replace all previously adopted versions.

NOW THEREFORE BE IT RESOLVED, By the Board of Trustees of the Ayersville Water and Sewer District:

1. That the Board hereby adopts the Amended Handbook in the version contained in the attached "Exhibit A[.]" (Exhibit A includes only pertinent changes, to pages 1, 5, 65, and 67)
2. That the Amended Handbook shall be effective immediately, except as provided herein below.
3. That the portions of the Amended Handbook relevant to records retention periods shall be effective immediately upon the approval of the District's Records Commission's record retention schedule by the Ohio History Connection Local Government Records Program and the Auditor of State's Office. Until that approval, the District shall continue its records retention schedule in accordance with the schedule provided in the Handbook. Once approved, the schedule incorporated into the Amended Handbook shall completely supercede prior schedules and govern all record retention and destruction.
4. That a copy of the Amended Handbook shall be provided and available to all current and future employees.

AND BE IT FURTHER RESOLVED, That this Ayersville Water and Sewer District Board of Trustees hereby finds and determines that all formal actions relative to the passage of this Resolution were taken in open meetings of this Board, and that all deliberations of the Board and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22, Ohio Revised Code.

Trustees Voting Yes: GREG S, Bob C, RONDA P, John M, John E, Janet B

Trustees Voting No: _____

Passed this 20 day of July, 2017.

Greg Schaf

President of Board of Trustees

ATTEST:
Ronda Phillips

Secretary