

Record of Resolution

Resolution No.: 2012-20

Passed: July 23, 2012

A RESOLUTION AUTHORIZING THE HIRING OF KIM MEEK AS A PART-TIME EMPLOYEE AS FISCAL OFFICER TO COVER LISA STITELER'S LEAVE OF ABSENCE.

Whereas, Lisa Stiteler is requesting a maternity leave of absence and;

Whereas, the Village of West Lafayette is required to have one and only one Fiscal Officer,

NOW THEREFORE, BE IT RESOLVED BY the **VILLAGE OF WEST LAFAYETTE COUNCIL**:

SECTION I: Mayor Jack L. Patterson is authorized and directed to sign the attached part-time employment agreement with Kim Meek and form for notices of maternity leave and return by Lisa Stiteler.

SECTION II: Council approves of the contents of the contract and notices.

SECTION III: This Resolution shall be in full force and effect upon passage by Council, signing by the Mayor, and posting by the Village Clerk/Fiscal Officer.

PASSED IN COUNCIL THIS ____ day of _____ 2012

Jack L. Patterson, Mayor

ATTEST:

APPROVED AS TO FORM:

Lisa Stiteler, Fiscal Officer

William M. Owens, Solicitor for the Village
of West Lafayette, Ohio

PART-TIME FISCAL OFFICER

The undersigned parties this _____ day of _____, 2012, enter into a contract for services by a Part-Time Fiscal Officer. The parties to the agreement are the Village of West Lafayette, Ohio, hereafter called "Village" and Kim Meek, hereafter called "Meek".

"Meek" agrees to provide services as an Part-Time Employee of the "Village" as Fiscal Officer during the absence for maternity leave of the current Clerk/Fiscal Officer Lisa Stiteler. "Meek" will be entitled to no benefits from the Village. This includes but not limited to health insurance, dental insurance, or paid holidays. "Meeks" will be treated per the existing "Pay & Benefit" Ordinance as a Part-Time Non-Exempt employee. The Village will make all contributions as required by law to Medicare, Public Employment Retirement System, Worker's Compensation, etc.

"Meek" will perform all duties and responsibilities as required by the Ohio Revised Code and will be bonded in favor of the "Village". "Village" will pay the fee for the bonding. "Meek" will make no deposits at the bank, will have no authority to sign checks, or other financial documents other than purchase orders. The "Village" will provide guidance or instructions as to how and when the work is to be done.

The term of the Part-Time Employment shall be from the date Lisa Stiteler gives notice to the Mayor she will be leaving for her maternity leave and for so much longer as needed at the request of the Mayor. The Mayor can terminate the employment of "Meeks" at any time for cause or no cause.

"Meek" will be paid on the same day as the rest of the "Village" employees. "Meek" will have a pay rate of Fifteen and 00/100 (\$15.00) Dollars per hour for each hour worked.

Witness

Jack L. Patterson, Mayor

Witness

Witness

Kim Meek

Witness

NOTICE OF MATERNITY LEAVE

Now comes Clerk/Fiscal Officer, Lisa Stiteler, and gives notice to the Mayor that she is commencing her maternity leave. During such leave she shall still hold, without any penalty, permanent rights to return the position of Clerk/Fiscal Officer at the end of the leave. During the leave period Lisa Stiteler is no longer Fiscal Officer for the Village of West Lafayette.

Dated _____

Lisa Stiteler

Witness

Witness

APPROVED

The _____ day of _____, 2012 by authorization of Council, I acknowledge receipt of the Notice of Maternity Leave by Lisa Stiteler. Said leave is approved.

Jack L. Patterson, Mayor

NOTICE OF RETURN FROM MATERNITY LEAVE

Lisa Stiteler, gives notice to the Mayor that she is returning from maternity leave on the _____ day of _____, 20____, and will resume the position of Clerk/Fiscal Officer for the Village of West Lafayette.

Dated _____

Lisa Stiteler

Witness

Witness

APPROVED

The _____ day of _____, 2012 by authorization of Council, I acknowledge receipt of the Notice of Return From Maternity Leave by Lisa Stiteler. Said return is approved.

Jack L. Patterson, Mayor