

**ORDINANCE 2020-01**  
**BY**  
**MAYOR RAYMOND ARRIOLA**

**AN ORDINANCE AMENDING CHAPTER 35.307 AND 35.308 OF THE PERSONNEL RULES AND REGULATIONS OF THE MUNICIPAL CODE OF ORDINANCES OF THE VILLAGE OF NEW LEBANON, OHIO.**

**WHEREAS**, it is desirous to amend the New Lebanon Code of Ordinances 35.307 and 35.308 to allow for longer time on the promotion list for police and fire; and

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Municipality of New Lebanon, Ohio as follows:

**§ 35.307 PROMOTIONAL ELIGIBILITY LISTS.**

Candidates who pass the promotional examination if required by position shall have their names and final examination scores placed on a promotional eligibility list for the position tested. The listing of names shall be in descending rank order so that the highest scoring candidate is ranked first. The promotional eligibility list shall remain in effect for six months, at which time a new list must be established by examination.

Candidates who pass the promotional police/fire examination shall have their names and final examination scores placed on a promotional eligibility list for the position tested. The listing of names shall be in descending rank order so that the highest scoring candidate is ranked first. The promotional eligibility list shall remain in effect for twelve (12) months following the selection for promotion, at which time a new list must be established by examination.

(Ord. 2005-13, passed 12-20-05; Ord, 2019-6, passed 12-17-2019)

**§ 35.308 SELECTION FOR PROMOTION.**

- (A) The relevant department head shall forward a written request to fill a vacancy by promotion to the Municipal Manager. Such vacancy shall then be filled by appointing employees from the appropriate promotional eligibility list.
- (B) The department head, Municipal Manager, and a member of the Personnel Department or Personnel Board shall interview up to the top three candidates for promotion. If more than one vacancy exists, the top four candidates shall be considered and interviewed. Following the interviews, the department head, Municipal Manager, and member of the Personnel Department or Personnel Board shall recommend a candidate, or candidates, for promotion. If less than three candidates exist for the promotion, the Municipal Manager may elect to appoint from the one or two candidates that do exist, or choose not to promote anyone.
- (C) A candidate for promotion who is offered an appointment may waive that appointment and maintain his or her position on the promotional eligibility list until that list expires. The privilege of waiver will be granted only once per list per candidate.

(Ord. 2005-13, passed 12-20-05; Ord, 2019-6, passed 12-17-2019)

**SECTION 1:** This ordinance shall take effect and be in force from and after the earliest period by law.

Passed this 21<sup>ST</sup> day of July, 2020.

First Reading: June 16, 2020

Second Reading: July 7, 2020

Third Reading: July 21, 2020

Effective Date: August 10, 2020


APPROVED:

  
Raymond Arriola  
Mayor

ATTEST:

  
Sandra F. Wright  
Clerk of Council

APPROVED:

  
Glenna A. Madden  
Municipal Manager

Dated:

July 21, 2020

#### CERTIFICATE

I, Sandra F. Wright, Clerk of Council of the Municipality of New Lebanon, Ohio do hereby certify the foregoing is a true and correct copy of Ordinance 2020-01 as passed by Council and approved by the Mayor and that the same has been published as required by Section 2.17 of the Charter of the Municipality of New Lebanon, Ohio.

  
Sandra F. Wright  
Clerk of Council