

RESOLUTION NO. 2022.015

RESOLUTION AUTHORIZING THE ADOPTION OF AN EMPLOYEE DIRECT DEPOSIT POLICY AND THE ADDITION OF THE POLICY AS DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK

WHEREAS, pursuant to Ohio Revised Code Section 9.37(G), the Village of Blanchester may adopt a direct deposit payroll policy under which all public officials and employees of the Village are required to provide a written authorization designating a financial institution and an account number to which payment for the public officials and employees' compensation shall be credited under the Village's direct deposit policy; and

WHEREAS, the Village of Blanchester desires to adopt an Employee Direct Deposit Policy and believes such new policy will benefit the Village and increase efficiency; and

WHEREAS, the Village of Blanchester desires to modify the Village Employee Handbook to include an Employee Direct Deposit Policy.

NOW THEREFORE BE IT RESOLVED, by a majority of the Council of the Village of Blanchester, Ohio, that:

SECTION 1.

The Village shall adopt an Employee Direct Deposit Policy and shall add the following language to the Village Employee Handbook:

A. DIRECT DEPOSITION OF PAYROLL MANDATORY

Pursuant to the authority in R. C. 9.37(G), all public officials and employees of the Village of Blanchester shall have their compensation direct deposited into a financial institution of their choice.

B. WRITTEN AUTHORIZATION FOR DIRECT DEPOSIT

1. Designations

Pursuant to the authority in R.C. 9.37(G), all public officials and employees of the Village of Blanchester shall provide written authorization for the direct deposit of their Village compensation designating: (1) a financial institution equipped to accept direct deposits and (2) an account number into which the deposit shall be credited.

2. Written Authorization Form

The Written Authorization Form shall be in a form as determined by the Fiscal Officer.

3. Written Authorization Remains in Effect

The authorization shall remain in effect until withdrawn in writing by the public official and/or employee, or until dishonored by the financial institution.

4. Failure to Authorize Direct Deposit

The Fiscal Officer shall cause a public official and/or employee who has failed to authorize the direct deposit of their compensation into a financial institution of their choice to have their compensation directly deposited into a financial institution designated by the Fiscal Officer for the benefit of the public official and/or employee. A public official and/or employee who has failed to authorize the direct deposit of their compensation into a financial institution of their choice shall comply with all the

requirements of the financial institution designated by the Fiscal Officer under this paragraph if that public official's and/or employee's compensation is deposited into said financial institution as a result of this paragraph.

Any public official and/or employee who fails to provide written authorization for direct deposit shall be responsible for all fees incurred as a result of the Fiscal Officer depositing the person's compensation into a financial institution designated by the Fiscal Officer for the benefit of the public official and/or employee. All such fees shall be deducted from the person's compensation by the financial institution designated by the Fiscal Officer as part of the administration of such account by said financial institution.

Failure of an employee to comply with the requirements of this policy by authorizing direct deposit shall also cause the employee to be subject to progressive discipline.

5. Change of Financial Institution

A public official and/or employee may change the specific financial institution and/or account to which the public official's and/or employee's compensation is directly deposited as they choose, however, they shall maintain the direct deposit of their compensation into a financial institution during the entire tenure of their employment with the Village.

6. Cancellation of Direct Deposit

A public official and/or employee who has authorized the direct deposit of their compensation into a financial institution of their choice that has had such direct deposit authorization cancelled for any reason, shall within two weeks of such cancellation:

- a. authorize the direct deposit of the person's compensation into another financial institution of their choice, or
- b. authorize the direct deposit of their compensation into another appropriate account at the same financial institution where the prior authorization was cancelled, or
- c. authorize the direct deposit of their compensation into a financial institution designated by the Clerk-Treasurer for the benefit of the person pursuant to this policy.

C. WRITTEN AUTHORIZATION SUBMITTED IS NOT A PUBLIC RECORD

Pursuant to the authority of Ohio Revised Code Section 9.37(G) the written authorization is not a public record under section 149.43 of the Revised Code.

SECTION 2.

It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 3.

That the Village by at least a three-fourths vote hereby dispenses with the requirement that this Resolution be read on three separate days and hereby authorizes the adoption of the Resolution upon its first reading. That this Resolution shall be effective at the earliest date allowed by law.

Mr. Brumbaugh moved the adoption and Mr. Gephart seconded the motion and the roll being called upon its adoption the vote resulted as follows:

Mr. Brumbaugh	Yea
Mr. Garner	Yea
Mr. Gephart	Yea
Mr. Hopkins	Yea
Mr. McCollister	Yea
Mr. Parks	Yea

Adopted this 12th day of May, 2022.

John M. Carman
Mayor John Carman

ATTEST:

Tamara S. May
Tamara S. May, Fiscal Officer

Fiscal Officer's Certificate:

The State of Ohio, County of Clinton, ss:
I, Tamara S. May, Fiscal Officer of the Village of Blanchester, Clinton County, and in whose custody the Files, Journals, and Records are required by the laws of the State of Ohio to be kept, do hereby certify that the foregoing Resolution is taken and copied from the original Resolution now on file with said Village, that the foregoing Resolution has been compared by me with the said original and that the same is a true and correct copy thereof, and has been posted as required by law. This Resolution has been duly published by posting in the following places: Blanchester Municipal Building, 318 E. Main St.; First National Bank, 121 E. Main St.; Blanchester Post Office, 115 S. Wright St.; Tom's Express Mart, 7529 Fairground Rd.; and the Blanchester Public Library, 110 N. Broadway St., each for a period of fifteen (15) days commencing on the 17th day of May, 2022.

Witness my signature this 17th day of May, 2022.

Tamara S. May
Fiscal Officer of the Village of Blanchester, Clinton County, Ohio

VILLAGE OF BLANCHESTER

FISCAL OFFICER

TAMARA S. MAY

OFFICIAL SEAL