	<del>,</del>				
D:	ayton Legal Blank, Inc.	12 11	D 7	March 14	Form No. 30043
	Ordinance No	13-11	Passed _	Haren 14	, 2011_
	1/28/11-han (Personnel &	Safety)	Ordinance No. 13-	11 ,	
	North Canton	Code of the Codifie	d Ordinances of the nance No. 138-07 ar	City of North Can	ations of Part One- ton, for of the City of gislation inconsistent
	BE IT ORDA STARK, STA		NCIL OF THE CITY	of North Can	NTON, COUNTY OF
	Section 1.		ances of the City of		Iministrative Code of be, and the same is
		"GENERAL PERS	ONNEL REGULATIO	NS	
			empt unclassified po		empt City employees re not subject to a
		hours to properly of subject to the direct	discharge all duties i	nvolved in their of the appointing	work the necessary respective positions, authority. Part-time
	·	to a collective bar personnel" means t by R.C. 124.11(A	gaining agreement a hose persons identifi	are employed "at ed as being in the nd Regulations of	I who are not subject t-will". "Unclassified a unclassified service of the Civil Service
		E.M.S. or Seasona		regularly schedu	an non-exempt Fire, uled to work at least
		and E.M.S. person seven and one hal trained E.M.S. pers	nel who are regular f (37.5) hours per w sonnel who are regula	ly scheduled to veck and non-executed to veck and non-executed to	an non-exempt Fire work less than thirty empt Fire and crosswork less than fiftyn an individual job
			ch persons' employm		the City with the longer than nine (9)
	Section 2.	ANNUAL UNIFOR	M ALLOWANCE		
		paid for the position Medical Services.	ons of Chief of Police	e and Chief of I allowance shall	.00) dollars shall be Fire and Emergency also be paid for the
		Radio Dispatcher C	<u>.</u>		
		First year: \$200.00 \$200.00 to be paid	paid at time of emplo January 20 <sup>th</sup> .	yment. Each yea	r thereafter,

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## Special Patrolman

First year: \$300.00 paid at time of employment. Each year thereafter, \$300.00 to be paid January 20<sup>th</sup>.

#### Auxiliary Patrolman

First year: \$150.00 paid at time of employment. Each year thereafter, \$150.00 to be paid January 20<sup>th</sup>.

# Section 3. EDUCATION BENEFITS

- 1. The City will provide reimbursement to full-time City employees for tuition, registration and laboratory fees upon successful completion of college, university or other educational courses which are considered applicable and beneficial to the City in the performance of the employee's assigned duties and employment with the City as determined by the responsible departmental authority.
- 2. This ordinance shall not affect any instruction or training required by State Law.
- 3. Reimbursement for expenses permitted is contingent upon appropriation of funds.
- 4. Prior authorization must be given in writing by the responsible departmental authority to qualify for reimbursement. Upon successful completion of education courses so authorized, the departmental authority will authorize the reimbursement to the employee and it shall be paid by appropriated funds. Prior authorization by the departmental authority shall be conclusive that authorized educational courses are applicable and beneficial to the City in the performance of the employee's assigned duties and employment with the City.
- 5. Under no circumstances will the employee be permitted to take education courses during the normal working hours.

# Section 4. LONGEVITY PAY PLAN

- 1. That there shall be a longevity pay plan for full-time employees of the City of North Canton. Annual longevity payments of \$70.00 per year of service shall be made during the first half of the month of December to all permanent, full-time employees who shall have completed at least five (5) years of continuous service and who shall be in the employ of the City as of November 30<sup>th</sup> of the year in which the longevity payment is made. Determination of longevity pay shall be from December 1<sup>st</sup> to November 30<sup>th</sup>.
- 2. Full-time employees of the City of North Canton, hired after August 1, 2006, shall not receive longevity pay.

# Section 5. HOLIDAY ALLOWANCES

1. The following paid holidays will be observed by all full-time employees of the City of North Canton and City Offices will be closed on:

New Year's Day Martin Luther King Day President's Day Good Friday Memorial Day July 4<sup>th</sup> Labor Day Thanksgiving Day Friday after Thanksgiving Day Day before or day after Christmas Christmas Day

		MECON	D OF ORDIN	ANOLO	0483
, . D	ayton Legal Blank, Inc.				Form No. 30043
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		Saturday, which is no preceding Friday.  3. Holidays listed Sunday, which is nor following Monday.	irmally not a working in Subsection 1. of mally not a working in Subsection 1	ng day, shall be the within Section ng day, shall be . of the within	n which may fall on observed on the
		<ol> <li>On or before the holiday of the day properties order, ethe Mayor fails to make be deemed the day principle.</li> </ol>	stablish which of the such designation	er Christmas, th ne davs shall be	e Mayor shall, by the paid holiday. If
	Section 6.	PERSONAL DAY ALL	OWANCES		
		Full-time employear off work with comemployee with the aptaken in one (1) hour in	pensation; such peoproval of the prop	ersonal time to be	s personal time per e designated by the authority. (Can be
		<ol> <li>An employee his year. An employee his one personal day that receive none for that y</li> </ol>	ed -after July 1 <sup>st</sup> ar t year and an emp	id prior to Septer	personal days that mber 1 <sup>st</sup> will receive September 1 <sup>st</sup> will
		3. Full-time employersonal days provide hours sick leave with the leave. Personal days however that four (4) h	d they have accrue the City. Said three may be taken in	ed a minimum of personal days to four (4) hour ir	be charged to sick
	Section 7.	SICK LEAVE REGUL	ATIONS		
		Sick leave sha illness or injury to the disease communicable the employee's immed	employee; 2) expos e to other employee	ure by the emplo	necessitated by: 1) yee to a contagious ss, injury or death in
		2 Allowance for	sick leave for full-t	ime employees	of the City of North

- Canton shall accrue at the rate of 4.615 hours for every 80 hours paid not to exceed 120 hours per year and may accumulate such sick leave to an unlimited amount.
- Sick leave allowance cannot be converted to vacation leave or used to provide wage extension pay or severance pay upon termination of employment for any reason other than retirement.
- Upon retirement, a full-time employee of the City of North Canton hired on or before August 1, 2006, shall: (a) be paid for fifty (50%) percent of all sick time accumulated as of August 1, 2011 that is not subsequently used; and, (b) shall receive an additional amount equal to twenty-five percent (25%) of all unused sick time accumulated after April 1, 2011, up to a maximum of a two hundred forty (240) hours.
- Upon retirement, an employee hired after August 1, 2006 shall be paid for twenty-five percent (25%) of accumulated unused sick time up to a maximum of two hundred forty (240) hours.

# **RECORD OF ORDINANCES**

1	Dayton Legal Blank, Inc.	Form No. 30043	
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		6. Sick leave shall not be used where injury is service connected, but shall be covered by disability pay: DISABILITY PAY Section of this ordinance.	
•		7. Any sick leave day(s) shall be considered as a day(s) worked for accrual of fringe benefits.	
		8. Sick leave may be taken in one-quarter hour increments.	
		<ol> <li>Sick leave shall be effective on the first day of the month following the employee's date of hire.</li> </ol>	
	Section 8:	PUBLIC ACCOUNTABILITY SALARY DEDUCTION	
		To the extent permitted by law, exempt employees who are entitled to accrue personal leave and sick leave will have their salary reduced for absences of less than full work days when accrued leave is not used by an employee because: (1) permission for its use has not been sought or has been sought and denied; (2) accrued leave has been exhausted; or (3) the employee chooses to use leave without pay.	
	Section 9.	RETIREMENT PROVISIONS	
	*	<ol> <li>For the purpose of administering Section 7. of the within ordinance, retirement is defined as eligible retirement as determined by the Public Employees' Retirement System of Ohio and the Police and Firemen's Disability and Pension Fund.</li> </ol>	
		<ol> <li>Disability Retirement is defined as recognition of eligible disability retirement from the Public Employees' Retirement System and the Police and Firemen's Disability and Pension Fund.</li> </ol>	
	Section 10.	VACATION REGULATIONS	
		1. For the sole purpose of the application of this Section 9., full-time employees who were employed by the City of North Canton in a calendar year prior to January 1, 2003 shall be deemed to have a service date of January 1 of that year in that year in which their employment commenced.	
		<ol> <li>Full-time exempt personnel may be granted a paid vacation allowance during the first year of employment up to a maximum of two calendar weeks at the discretion of the appointing authority.</li> </ol>	
		A. The amount of vacation allowance granted shall be on a prorata basis, with one (1) day of vacation granted for each full month remaining in that calendar year to a maximum of ten (10) vacation days.	
		B. Full-time exempt employees having been employed less than one year on January 1 <sup>st</sup> shall be granted a paid vacation allowance of up to two (2) calendar weeks in that calendar year of employment. Any past granting of vacation that complies with this provision is hereby ratified and approved.	
		3. Full-time employees having been employed one through four years by January 1 <sup>st</sup> shall be granted a paid vacation allowance of two calendar weeks in that calendar year of employment.	
		4. Full-time employees having been employed five through nine years by January 1 <sup>st</sup> shall be granted a paid vacation allowance of three calendar weeks in that calendar year.	

·		RECOR	D OF ORDIN	IANCES	į.	) <u>4</u> 85
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,		5. Paid vacation a through fourteen years and fifteen through ni calendar weeks; twenty	ineteen years by	nall be granted fo January 1 <sup>st</sup> sha	ur calenda Il be gran	weeks
		6. All vacation allo department head and w Director of Finance for Clerk of Council for the	the Finance Depa	the Director of A	dministratio	n or the
		A vacation schedule b made up by the dep staggered that the en departmental work sche	artment head ea nployee's absence	ch year with va	cation per	iods so
		7. An extra day of holidays falling within a	paid vacation allo selected vacation		rmitted for	all paid
		8. When the normallowance will be based	mal work week Ithereon.	is forty hours,	the paid v	/acation
		9. Three weeks of next calendar year. The may be carried over attributable.		all be the maxim	num amour	t which
;		10. Any employee v be paid for vacation all taken in the current year rata amount of one-two January 1 <sup>st</sup> .	ar plus vacation e	the previous yea arned in the curre	r and eligib ent year at	le to be the pro-
		11. Vacation shall b vacations may be used departmental authority increments than four ho	; however, vacat	ents when author	ized by the	proper
	Section 11.	MILITARY LEAVE				
·		Military leave shall be and specifically O.R.C.		ance with all fede	ral and sta	te laws.
	Section 12.	DISABILITY PAY				
		Any full time employee whose claim is allowe receive from the City Bureau of Workmen's be a twelve month limit	d by the Bureau the difference be Compensation and	of Workmen's Co tween the amou I his or her regula	ompensatio int allowed	n, shall by the
	Section 13.	FUNERAL LEAVE				-
i		1 Three days ex	cused absence	with nev upon	the death	of the

- 1. Three days excused absence with pay upon the death of the employee's mother, father, sister, brother, wife, husband, son, daughter, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, stepmother, stepfather, stepchildren, grandchild and grandparent-in-law.
- 2. With permission of the department head and the concurrence of the Director of Administration or the Director of Finance for the Finance Department or the President of Council or Clerk of Council for the Council Office, the employee may be allowed one day for a funeral other than that of a relative. This time off shall not be charged against sick leave or vacation allowance but shall be leave with pay.

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# Section 14. HOSPITALIZATION, MEDICAL INSURANCE, DENTAL, OPTICAL & PRESCRIPTION DRUG PROGRAMS

Full time personnel, and those part-time personnel designated by Council, shall be eligible for medical benefits in accordance with the City's group health benefits plan, according to the terms of such plan, as amended from time to time.

# Section 15. LIFE INSURANCE

Full time personnel, and those part-time personnel designated by Council, shall be eligible for life insurance in accordance with the City's life insurance plan, according to the terms of such plan, as amended from time to time.

#### Section 16. JURY DUTY LEAVE

- 1. Any employee who is called for jury duty, either Federal, County or Municipal, shall be paid his or her regular salary, less any compensation received for jury duty, as provided for in the OHIO REVISED CODE when said jury duty conflicts with her or his work schedule.
- 2. It is understood that Paid Jury Duty Leave will not exceed eighty hours per year without approval of City Council. It will be the employee's responsibility to present to the City the necessary documents, including pay vouchers/check from the Clerk of Courts.

## Section 17. MATERNITY LEAVE

This policy shall apply only to those employees not eligible for maternity leave pursuant to Family Medical Leave Act of 1993 ("FMLA"). Employees eligible for FMLA maternity leave shall receive leave pursuant to that Act in the manner described in the City of North Canton Personnel Handbook. Maternity Leave shall include pregnancy, childbirth and related medical conditions.

Upon written request to the Director of Administration, Director of Finance, President of Council or Clerk of Council, whoever is applicable, a pregnant employee may be granted a leave of absence without pay, subject to the following rules.

- A. <u>Length of Leave</u>: Leaves of absence for maternity leave shall be limited to the period of time that the pregnant employee is unable to perform the substantial, material duties of the employee's position. This period may include reasonable pre-delivery, delivery and recovery time, as certified in writing by a physician, not to exceed one hundred and eighty days. Such leave shall not include time being requested for the purposes of child care following the recovery of the employee.
- B. <u>Physician Certificate</u>: A pregnant employee requesting a leave of absence without pay must present, at the time the request is made, a physician's certificate stating the probable period for which the employee will not be able to perform substantial, material duties of the employee's position due to pregnancy, childbirth or related medical conditions.
- C. <u>Sick Leave Usage</u>: Upon request to the Director of Administration, Director of Finance, President of Council or Clerk of Council, whoever is applicable, and in accordance with the rules of the City of North Canton with regard to sick leave, a pregnant employee shall be permitted to use any or all of the employee's accumulated sick leave credit only for the period of time as certified by the physician's certificate that the employee isn't able to work as a result of

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pregnancy, childbirth or related medical conditions. An employee using sick leave credit shall not be prevented from receiving a leave of absence for maternity leave purposes without pay for the remainder of the period.

- D. <u>Service Credit</u>: Authorized leaves of absence under this rule for maternity leave without pay will count as service credit for all purposes related to seniority, provided the employee has properly returned to service and is not serving a probationary period. Employees that do not return to service from a personal leave of absence for maternity leave shall not receive service credit for the time spent on such leave.
- E.. <u>Employee Benefits</u>: Hospitalization and life insurance benefits will remain in effect as long as the employee is on maternity leave as provided for herein.
- F. <u>Return to Service</u>: Upon completion of a leave of absence for maternity leave purposes, without pay, the employee shall be returned to the same or similar position within the employee's former classification.
- G. <u>Failure to Return</u>: An employee who fails to return to duty upon completion or valid cancellation of leave of absence without pay and without explanation to the Director of Administration, Director of Finance, President of Council or Clerk of Council, whoever is applicable or their representatives, may be removed from the service of the City. An employee who fails to return to service from a leave of absence without pay and is subsequently removed from the service is deemed to have a termination date corresponding to the starting date of the leave of absence without pay.
- H. <u>Abuse of Leave</u>: If it is found that a leave is not actually being used for the purpose for which it was originally granted, the Director of Administration, Director of Finance, President of Council or Clerk of Council, whoever is applicable, may cancel the leave and direct the employee to report for work by giving written notice to the employee.

#### Section 18. PENSION PICKUP

- 1. Any employee of the City of North Canton who is a member of the Public Employees Retirement System of Ohio or the Ohio Police and Fire Pension Fund shall have her or his compensation reduced by an amount equivalent to that employee's contribution to the Public Employees Retirement System of Ohio or the Ohio Police and Fire Pension Fund; as the case may be, and that the amount of the employee's contribution to the Public Employees Retirement System of Ohio or the Ohio Police and Fire Pension Fund; as the case may be, be paid by the City of North Canton on behalf of the employee; and that the amount of the contribution so paid on behalf of the employee by the employer be added to the salary or wage of the employee in the calculation of pensions and other benefits and is subject to the City of North Canton income tax. The employee is not given the option of choosing to receive said amount directly instead of having them paid directly to the Public Employees Retirement System of Ohio or the Ohio Police and Fire Pension Fund.
- 2. In respect to the employee's contribution to the Public Employees Retirement System of Ohio, that contribution shall be the employee's contribution to the employee's savings fund defined at Section 145.47 of the OHIO REVISED CODE.

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# Section 19. LEAVE OF ABSENCE

Leave of Absence without pay may be granted upon written request and approval of the department head. Attendance at job related conferences, meetings, seminars, etc., which result in absence from work, require prior written request and approval from the responsible departmental authority.

# Section 20. COMPENSATION

 Full-Time Schedule of Compensation: Full-time employees shall be paid an amount equal to or less than the amount set forth in the following schedule:

Position	Bi-Weekly Compensation
Director of Administration	\$3,510.86
Director of Finance	\$3,463.99
City Engineer	\$3,463.99
Chief of Police	\$3,210.72
Chief of Fire & EMS	\$3,210.72
Supt., Permits & Inspection	\$2,599.32
Supt., Utilities & Services	\$2,599.32
Supt., Streets & Parks	\$2,599.32
Chief Operator- DWP	\$2,599.32
Supt., Recreation, Buildings & Grounds	\$2,599.32
Director of Economic Development	\$2,599.32
Operations Managers: Recreation, Buildings & Grounds Streets & Parks Water & Sanitary Sewer Drinking Water Plant	\$ 2,465.68
Clerk of Council/Law Dept.	\$ 2,146.82
Deputy Director of Finance	\$1,962.01
Administrative Assistant	\$1,730.00

Part-time Schedule of Compensation: Part-time personnel shall be paid an amount equal to the amount set forth in the following schedule:

Public Safety FIRE / EMS	
Assistant Fire Chief	\$ 14.96
Fire Captain	\$ 14.60
Fire Captain / EMT - Paramedic	\$ 14.60
Fire Captain / EMT - Basic	\$ 14.60
EMT – Paramedic	\$ 14.60
Firefighter / EMT – Paramedic	\$ 14.60
Firefighter / EMT – Basic	\$ 14.13
Firefighter	\$ 14.13
EMT – Basic	\$ 14.13
EMT Personnel on Standby	\$ 2.21

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		Manned at Station:	·
		Firefighter / EMT - Paramedic/Basic	\$ 12.00
		EMT 's manned at station will not receive S	
		Public Safety - Police	Startaby Fragos.
		Dispatcher C	\$ 12.21
		School Crossing Guard	\$ 11.77
		Auxiliary Police	\$ 11.04
		Special Patrolman	\$ 14.96
		Financial & Clerical	
		Fiscal/Clerical Specialist	\$ 11.88
		Department of Engineering	\$ 10.12
		Engineering Clerk	\$ 10.12
		Special Project Inspector	\$ 16.82
		Special Project Inspector	φ 10.02
		Building & Permits	
		Building Inspector	\$ 24.08
			1 7 2 2 2 2 2
		Municipal Swimming Pool	
		Pool Director*	\$5,928.25
		Assistant Pool Director*	\$4,398.67
1		Concession Stand Mgr.*	\$4,610.85
		Pool Personnel	\$ 7.40
		Lifeguard I	\$ 7.65
		Lifeguard II	\$ 7.94
		Lifeguard/Instructor I	\$ 8.53
		Lifeguard/Instructor II	\$ 8.83
		Head Lifeguard I	\$ 9.11 \$ 9.41
		Head Lifeguard II Pool Maintenance	\$ 7.40
		Poor Maintenance	μ 1.40
		*Paid for Season	
		General Government	
		Summer I	\$ 7.40
		Summer II	\$ 7.94
		Intern	\$ 9.27
		Skilled Worker	\$ 14.50
	:	Lieum neu Chilled Monken will be limited to	
		Hours per Skilled Worker will be limited to maximum of 1200 per year	a
		Recreation	
		Kecleation	
ı		Class "A" Instructor	\$ 11.00
!		Senior Program Director**	\$ 203.50
i			
		**Paid bi-weekly	
	1	In the event the Senior Program Director w	vorks less than 20 hours in a bi-
		weekly pay period, the actual hours worke	d will be paid at his/her applicab
		hourly rate.	
		There is hereby established an overtime ra	ate of time and one-half after a
		scheduled eight (8) hours or working a hol	iday for part-time police officer
		and part-time radio dispatchers.	- •

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#### Section 21. DRUG TESTING POLICY

- 1. Drug screening or testing shall be conducted upon reasonable Drug screening. This testing shall be solely for administration purposes and the results obtained shall not be used in any criminal proceeding. Under no circumstances may the results of the drug screening or testing be released to a third party for the use in a criminal prosecution against the affected employee. The following procedures shall not preclude the employer from other administrative action.
- 2. Drug testing shall also be authorized when an employee is involved in an on-duty motor vehicle accident which results in bodily injuries to any vehicle occupants or the employee, or when the employee has discharged a weapon while on duty.
- 3. All drug screening tests shall be conducted by medical laboratories licensed by the State of Ohio and accredited by the College of American Pathologists or other mutually agreed upon entity. The procedures utilized by the testing lab shall correspond to accepted medical practice. Any positive result shall be confirmed by a mass spectrophotometry procedure (GS-MS), or any approved subsequent state-of-the-art confirmatory test.
- 4. Drug screening tests shall be given to employees to detect the illegal use of controlled substances as defined in Section 3719 of the Ohio Revised Code. If the initial screening is positive, the employee's sample shall be subjected to a confirmatory test that shall be administered by a medical laboratory licensed by the State of Ohio and accredited by the College of American Pathologists or other mutually agreed upon entity. The employee may have a second confirmatory test of the split sample done at a lab of his choosing, at this expense. This test shall be given the same evidentiary weight as the previous test, provided a neutral chain of custody remains unbroken.
  - A.. If all the screening and confirmatory tests are positive, then the employee involved may be required to enter into rehabilitation referral. The City shall maintain the right to discipline the employee in addition to mandating rehabilitation.
  - B. Prior to any notification by the Employer for drug screening or testing, an employee may elect to participate in a rehabilitation or detoxification program, as determined by appropriate medical personnel. The cost of the program will be covered according to the provisions of the employee's health insurance plan.
  - C. An employee who participates in a rehabilitation or detoxification program shall be allowed to use sick leave, vacation leave, or personal days for the period of the rehabilitation. If no such leave credit is available, such employees shall be placed on leave of absence without pay for the period of the rehabilitation leave.
  - D. Upon completion of the program, and provided that a retest demonstrates that the employee is no longer illegally using a controlled substance, and/or subject to any disciplinary action that may be taken pursuant to this Article, the employee shall be returned to his position. Such employee may be subject to random retesting upon return to his position for a period of one (1) year from the date of his return.
  - E. Any employee in the above-mentioned rehabilitation program will not lose any seniority or benefits should it be necessary that he be required to take a medical leave of absence without pay for a period not to exceed ninety (90) days.

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		detoxific program one (1) rehabilita	f an employee refused to ation pursuant to a lawful orde of rehabilitation, or if he should t year after his return to wo ation program, the employee sh	r, or he fails to est positive at a rk upon comp	o complete a ny time within detion of the
			Except as otherwise provided by g shall be borne by the City.	nerein, the cos	it of all drug
		H. F that thre any time be teste	For the purpose of this Article "p e times per year, except that a d e upon "reasonable suspicion" of d more frequently during the o om a rehabilitation program.	rug test may be drug use. An e	performed at employee may
		employee shall results of the di to in this Sect	purpose of implementing the pr execute medical releases in or rug screening provided for in this ion shall authorize only the rel e drug screening test. Such medical	der for the City Article. The rel ease of exami	to obtain the lease referred nation results
	Section 22.	That Ordinance be, and is hereb	No. 138-07 and any and all leg by repealed.	slation inconsis	tent herewith,
	Section 23.	That if a prov unenforceable, provision of this	vision of this ordinance is or that shall not affect the validity ordinance.	becomes illegor enforceability	al, invalid or of any other
	Section 24.	necessary for the City of Nor effectiveness of Canton; whereff members of Co full force immediately.	nance is hereby declared to lead to lead to lead to lead to lead the canton, Ohio, and immediate the legislation for the exempt pore, provided it receives the affinuncil elected thereto, this ordinar liately upon its adoption by Council take effect and be in force from	health, safety, ely necessary ersonnel of the mative vote of s ace shall take ef cil and approval	and peace of for the timely City of North ix (6) or more ffect and be in by the Mayor.
	North Canton Passed: 3/1		MAY		(ald
			SIGNED:3-	<u>/ 4</u> , 201	1
	ATTEST:  Dail M.  CLERK	Palace OF COUNCIL			
	g:\2011 legislation	13-11 exempt ordinand	e.doc		