

ORDINANCE NO. 2024-86

INTRODUCED BY COUNCIL AS A WHOLE

**A PAY ORDINANCE AUTHORIZING THE EMPLOYMENT OF AN EMPLOYEE AND
SETTING FORTH THE DUTIES AND COMPENSATION FOR THEIR POSITION AND
DECLARING AN EMERGENCY**

WHEREAS, Nachelle Chuppa presently holds the title of Administrative Assistant for the Village of Oakwood; and,

WHEREAS, no individual shall become employed or be compensated in the Village of Oakwood without a pay ordinance; and,

WHEREAS, a pay ordinance shall have attached an exhibit for a job description of the employment position for which they shall be compensated that describes the following: the title of the position, employee name, the scheduled work days and hours of the position, who the position reports to, location of the position, pay scale range for the position, special requirements of the position, required roles and responsibilities to be fulfilled, and qualifications for the position as well as, any cross-training for coverage of other positions for the specific employee being hired.

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

SECTION 1. Council hereby authorizes the employment of Nachelle Chuppa as Administrative Assistant.

SECTION 2. Nachelle Chuppa shall be responsible for the duties set forth in the job description attached as exhibit A.

SECTION 3. Nachelle Chuppa, Administrative Assistant, shall be compensated at a rate of twenty-three dollars and 67/100 (\$23.67) per hour.

SECTION 4. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the inhabitants of the Village, the reason for the emergency being the same that relates to the daily operation of a municipal department and the ability of the village to provide uninterrupted services to the citizens of the Village, therefore, provided it receives the two-thirds vote of all members of Council elected thereto. Said ordinance shall be in full force and effect immediately upon its adoption by this council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: 9.21.24

Tanya Joseph
Tanya Joseph, Clerk of Council

Erica Nikolic, President of Council

Presented to the Mayor: 9.27.24

Approved: 9.27.24

Gary v. Gottschalk
Gary v. Gottschalk, Mayor

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Ordinance No. 2024-86 was duly and regularly passed by this Council at the meeting held on 21st day of Sept., 2024.

Tanya Joseph
Tanya Joseph, Clerk of Council

POSTING CERTIFICATE

Carol Jackson
I, ~~Tanya Joseph~~, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Ordinance No. 2024-86 was duly posted on the 23rd day of July, ~~2024~~, and will remain posted in accordance with the Oakwood Village Charter.
2026

Carol Jackson
~~Tanya Joseph~~, Clerk of Council
Carol Jackson

DATED: July 23, 2026