

**AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE WORK RULES POLICY AND THE ADDITION OF THE POLICY AS DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK**

WHEREAS, Brewster Village Council desires to adopt an Employee Work Rules Policy and to modify the Village Employee Handbook to include an Employee Work Rules Policy.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BREWSTER, THAT:**

**SECTION 1:** The Village shall adopt an Employee Work Rules Policy as defined below and shall add Section 8.06 - Employee Work Rules Policy to the Village Employee Handbook as follows:

**8.06 WORK RULES**

Violation of any of the following work rules shall subject an employee to progressive disciplinary action:

Note: Progressive discipline ranges from a verbal warning up to and including termination. Normally progressive discipline begins at a verbal warning for a first offence, with subsequent offences progressively more severe, except when the offense committed requires a more severe form of disciplinary action.

**8.06.01 Poor productivity**

Productivity which is below established standard or output level.

**8.06.02 Poor or careless workmanship**

Poor or careless workmanship which results in an inferior job or causes redoing of work or creates hazards.

**8.06.03 Poor or careless use of materials**

Carelessness or poor use which causes materials or parts to be scrapped or requires extensive rework or causes damages.

**8.06.04 Waste or misuse of Village time**

Wasting Village time by loafing, loitering, or engaging in unauthorized visiting during working hours.

**8.06.05 Reading on Village time**

Reading newspapers, magazines, books or other literature while on work time, except as required by work assignment or as allowed.

**8.06.06 Failure to immediately report any damage, injury, or accident to your supervisor.**

Failing to report any damage to real or personal property, or an injury or accident with Village vehicles/equipment or on Village property involving, including any injury or accident involving a fellow employee, other person, or the employee themselves.

**8.06.07 Failure to report off**

Failure to report off according to contract and/or policy, and/or failing to appear for work at the scheduled time, whether a regular work shift or overtime.

**8.06.08 Chronic and/or excessive absence from work or abuse of leave**

Chronic and/or excessive absenteeism or abuse of leave.

**8.06.09 Habitual leaves without pay**

Time off in excess of sick leave, vacation, and/or personal leave allowance.

**8.06.10 Leave abuse and/or misuse.**

Abuse and/or misuse of sick leave, disability leave, injury leave or unpaid leave, to include pattern abuse. Abuse and misuse include having insufficient leave to cover an absence, and not having an acceptable reason for the absence, even if the employee calls off properly.

Abuse and misuse also include taking time off, when an employee has asked for leave but before the leave is approved.

**8.06.11 Reporting late for work (tardiness)**

**8.06.12 Working non-scheduled hours**

Working more than the employee's scheduled hours (for overtime-eligible employees) without the express permission of an appropriate supervisor.

**8.06.13 Failure to complete all required forms for payroll**

Repeated failure to complete all required forms for payroll in a timely manner. (Sick time, comp time, vacation, funeral leave, FMLA, or leaves of absence).

**8.06.14 False and/or malicious statements**

The making of or publishing of false and/or malicious statements concerning any Village supervisor, employee, official, or the Village services.

**8.06.15 Disparagement**

Disparaging a fellow employee or citizen on the basis of race or ethnicity, socioeconomic status, gender, national origin, sexual orientation, political or religious affiliation, physical characteristics, age, disability or English language proficiency.

**8.06.16 Posting, defacing, mutilating or removing notices or signs**

Posting, defacing, mutilating or removing notices or signs or writing in any form on/from any bulletin board on Village property, or from property in the custody of the Village, or on Village e-mail systems, at any time without the written authorization of the Department Head, supervisor or his designee. Normal employee use of bulletin boards and/or Union bulletin boards is excluded.

**8.06.17 Distributing written or printed matter**

Distributing written or printed matter of any description on Village time or on Village premises without prior approval, except that which is sanctioned by Ohio Revised Code Chapter 4117.

**8.06.18 Smoking in prohibited areas**

Smoking in areas where smoking is expressly prohibited.

**8.06.19 Failure to be ready to work**

Failure of an employee to be in his designated work area ready to work at his specified starting time, and/or return from any break.

**8.06.20 Return from lunch**

Taking more than the authorized lunch period or failing to return to work after lunch period without permission of the supervisor.

**8.06.21 Contributing to unsanitary or unsafe conditions**

Creating or contributing to poor housekeeping, unsanitary, unclean, or unsafe conditions on Village premises, job site, or in a Village vehicle.

**8.06.22 Failure to carry the employee's driver's license while operating a Village vehicle**

**8.06.23 Failure to carry employee ID**

**8.06.24 Refusal to show ID requested by a citizen, supervisor, and/or safety officer**

**SECTION 2:** The above policy replaces any previous version of this policy and supersedes any current policy which may be in conflict with this policy.

**SECTION 3:** This ordinance shall be in full force and effect at the earliest date provided by law.

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Mayor Michael E. Schwab

ATTEST:

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Village Clerk Treasurer K. Kris King

CERTIFICATE

I, K. Kris King, hereby certify that the above is a true copy of an ordinance passed at a regular meeting of the Brewster Village Council held on January 22, 2019

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Clerk K. Kris King

I, K. Kris King, Clerk of the Council of the Village of Brewster, State of Ohio, do hereby certify that there is no newspaper printed in said municipality and that publication of the foregoing ordinance was duly made by posting true copies thereof at five of the most public places in said corporation as determined by Council as follows: Office of Brewster Utilities, Belloni's IGA, Brewster Federal Credit Union, Post Office and Brewster Laundromat.

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Clerk K. Kris King