

**AN ORDINANCE AMENDING 24-2008 THAT ADOPTED  
A VILLAGE PERSONNEL POLICY HANDBOOK**

WHEREAS, Brewster Village Council desires to amend ordinance 24-2008 that adopted a Village Personnel Policy Handbook; and

WHEREAS, Brewster Village Council desires to provide that additions and modifications to the Personnel Policy Manual may be made by the administration of the Village.

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

**SECTION 1:** Section 3 of Ordinance 24-2008 shall be amended to read: Additions and modifications to the Village Personnel Policy Manual may be made from time to time by the Village Administrator for any topic that is not specifically addressed by Council legislation, to address the changing of any Federal and State laws concerning personnel policies, as well as the evolution of personnel requirements in the Village. Notice of any such addition, deletion, or modification of the Personnel Policy shall be posted in Village Hall, and provided to each Village employee, who shall sign off when receiving a copy of the new policy. In addition, the Village Administrator shall advise Village Council of any additions, deletions, or modifications to the Personnel Policy made by the Village Administrator

**SECTION 2:** This ordinance shall be in full force and effect at the earliest date provided by law.

\_\_\_\_\_  
Mayor Michael E. Schwab

ATTEST:

\_\_\_\_\_  
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 May 1, 2016

\_\_\_\_\_  
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