

RECORD OF ORDINANCES

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 30043

Ordinance No. 15-2025

Passed March 3rd, 2025

AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE EMPLOYEE HANDBOOK POLICY 3.19 AND THE ADDITION OF THAT POLICY AS MODIFIED TO THE VILLAGE EMPLOYEE HANDBOOK

WHEREAS, Brewster Village Council desires to amend Employee Handbook Policy 3.19 to provide annual increases in incentives, and to eliminate an incentive for ASE Mechanic Certification, and include the revised policy in the Village Employee Handbook.

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

SECTION 1: The Village shall amend Employee Handbook Policy 3.19 to provide annual increases in incentives, so that the policy now reads as follows:

A. State of Ohio Mosquito, Housefly, and other Vector Control License (Mosquito License)

The Village of Brewster shall pay an incentive to up to three (3) full-time employees for a State of Ohio Mosquito, Housefly, and other Vector Control License (Mosquito License).

The Mosquito License incentive shall be: (was \$400 per year or \$0.19 per hour)

- \$0.42 per hour beginning January 1, 2025
- \$0.43 per hour beginning January 1, 2026

B. State of Ohio Herbicide Applicator License

The Village of Brewster shall pay an incentive to up to three (3) full-time employees for a State of Ohio Herbicide Applicator License.

The Herbicide Applicator License incentive shall be:

- \$0.42 per hour beginning January 1, 2025
- \$0.43 per hour beginning January 1, 2026

C. CDL License

As a condition of employment, full-time employees in the Electric Department, Street Department, and Water Department, Wastewater Treatment Plant all must possess and/or obtain an appropriate CDL license within six (6) months of hire.

The Village will allow newly hired employees the ability to use Village vehicles to practice and test for their CDL license during regular working hours, including accompaniment by a licensed Village employee. For special demonstrated/documented circumstances the Village Administrator may authorize employees the ability to use Village vehicles to test for their CDL license during non-working hours, including accompaniment by a licensed Village employee. The Village will NOT pay any other costs for CDL training or test taking.

When an employee renews their CDL, the Village will pay the difference between the cost of a State of Ohio Driver's License and an Ohio CDL Driver's License.

When an employee is required to undergo a DOT physical examination in relation to obtaining, renewing, or continuing of their CDL license, the Village will pay for or reimburse the cost of said physical examination.

Employees required to possess and/or obtain an appropriate CDL license shall provide proof to the Village Clerk-Treasurer on an annual basis that they possess said license. Failure to do so may result in any action(s) the Village deems appropriate, including but not limited to reduction in pay, being placed on unpaid leave pending restoration of their CDL license, and/or disciplinary action up to and including loss of their employment with the Village of Brewster.

Employees required to possess and/or obtain an appropriate CDL license must maintain licensure once it is obtained. An employee whose CDL is suspended, revoked, or who fails to renew their CDL shall promptly inform their immediate supervisor and the Clerk-Treasurer. Employees whose CDL is suspended, revoked, or who fail to renew their CDL may result in any action(s) the Village deems

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appropriate, including but not limited to reduction in pay, being placed on unpaid leave pending restoration of their CDL license, and/or disciplinary action up to and including loss of their employment with the Village of Brewster.

D. Firefighter/EMS Incentives

- Working Hours Response – Village Employees** To help provide coverage for Brewster Residents during working hours, when many of the Village of Brewster Volunteer Firefighters may be working at full-time jobs outside the Village and may not be able to respond, the Village of Brewster shall allow its full-time employees who are qualified to respond to fire and/or EMS emergency calls during their normal working hours without loss of the employee's regular compensation during the time they respond. In addition, full-time employees who are qualified to respond to fire and/or EMS emergency calls and respond during their normal working hours may receive corresponding volunteer "pay" in addition to their regular compensation, provided it is not part of their normal job duties for which they are being compensated. This does not apply to any full-time or part-time Paramedic and/or Firefighter-Paramedic while on duty.
- Late Night & Early Morning Response Incentive** As an incentive to assure that there are enough personnel to properly provide service, from 11:00 pm to 6:00 am, any individual responding to fire and/or EMS emergency calls (including but not limited to fire, medical, or accident) who is qualified and who is entitled to payment shall receive a \$3.00 per hour addition to their hourly rate, limited to the first two (2) hours of a call out. This does not apply to any full-time Paramedic and/or Firefighter-Paramedic.

E. Drone License (Remote Pilot License)

As an incentive to encourage employees in specific departments to obtain a drone license (Remote Pilot License) for inspection and/or search and rescue, the Village will pay for training, testing, and the license including passing the FAA's Aeronautical Knowledge Test to obtain a Remote Pilot Certificate.

In addition, those employees will also receive an incentive of:

- \$0.11 per hour beginning January 1, 2025
- \$0.12 per hour beginning January 1, 2026
- Police Department – a maximum of **seven (7)** employees, who shall be designated by the Mayor and the Police Chief
- Fire Department – a maximum of **eight (8)** employees, who shall be designated by the Mayor and the Fire Chief.

The number of employees for which the Village shall pay for training, testing, and the license including passing the FAA's Aeronautical Knowledge Test to obtain a Remote Pilot Certificate in the Electric Department, Police Department, and Fire Department is not limited to those who receive an incentive as set forth above. Each respective Department Head, with approval of the Administrator and Mayor, may send additional Department employees to be trained beyond those who are eligible to receive incentives.

- F. Report of Expiration or Failure to Renew, Suspension, or Revocation of Certification/License.** Any employee receiving an incentive(s) for a certification shall promptly notify their immediate supervisor and the Clerk-Treasurer in writing of the expiration or failure to renew, the suspension, or the revocation of any certification they hold. If an employee receives an incentive, the employee will then immediately have their pay reduced by the applicable certification/license incentive, in addition to any other action the Village deems appropriate.

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.

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

Charles B Hawk

Mayor Charles B. Hawk

ATTEST:

K. Kris King

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 March 3, 2025.

K. Kris King

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, Brewster Barber Shop, Brewster Federal Credit Union, Brewster Post Office and Brewster Laundromat.

K. Kris King

Clerk K. Kris King