

AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE VOTING & PRECINCT ELECTION OFFICIAL LEAVE POLICY AND THE ADDITION OF THE POLICY AS DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK

WHEREAS, Brewster Village Council desires to adopt an Employee Voting & Precinct Election Official Leave Policy and to modify the Village Employee Handbook to include an Employee Voting & Precinct Election Official Leave Policy.

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

SECTION 1: The Village shall adopt an Employee Voting & Precinct Election Official Leave Policy as defined below and shall add Section 4.13 - Employee Voting & Precinct Election Official Leave Policy to the Village Employee Handbook as follows:

4.13 VOTING & PRECINCT ELECTION OFFICIAL LEAVE

A. Voting Leave

Employees shall be permitted a reasonable amount of time to vote on Election Day. Such time shall be unpaid, but an employee may use personal leave, vacation leave, or compensatory time.

B. Precinct Election Official (Poll Worker) Leave

1. Precinct Election Official (Poll Worker) Leave is unpaid. However, an employee may use personal leave, vacation leave, compensatory time, or take unpaid leave to serve as a precinct election official (poll worker) on the day of an election.
2. The number of employee's in the Village, and/or a specific department within the Village, that can be off to serve as a precinct election official (poll worker) must be limited due the Village of Brewster's obligation to adequately serve the public (operational needs).

In the event that multiple employees wish to serve as a precinct election official (poll worker) in a number more than can be allowed to be absent from Village, and/or a specific department within the Village than can be allowed and still allow for the public to be adequately served (operational needs), the standard procedure for deciding which employees are permitted to receive leave shall be as follows for each department:

- a) The first election after implementation of this provision, the employee(s) with the most years of service shall be permitted to receive leave with pay as determined for each department
- b) For subsequent elections (to allow for all employees to have opportunity to serve as a precinct election official) employee(s) who have served as a precinct election official in accordance with this provision in the immediately preceding election will move to the bottom of the eligibility list for poll worker leave in order of seniority. The remaining employee(s) who did not serve as a precinct election official in the immediately preceding election shall have the first opportunity for leave in order of years of service.

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.

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 April 3, 2017

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.

Clerk K. Kris King