

**AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE SCOPE OF  
COVERAGE AND PARAMETERS POLICY AND THE ADDITION OF THE POLICY  
AS DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK**

WHEREAS, Brewster Village Council desires to adopt an Employee Scope of Coverage and Parameters Policy and to modify the Village Employee Handbook to include an Employee Scope of Coverage and Parameters Policy.

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

**SECTION 1:** The Village shall adopt an Employee Scope of Coverage and Parameters Policy as defined below and shall add Section 1.07 - Employee Scope of Coverage and Parameters Policy to the Village Employee Handbook as follows:

**1.07 - SCOPE OF COVERAGE AND PARAMETERS**

**A. Applicability/Scope**

These policies and procedures shall apply to all employees, as defined in this Employee Handbook and specific policies – except in those instances when the Ohio Revised Code (ORC) or the Village Ordinance(s) specifically permit dissimilar treatment for specific employees.

**B. Provision of and/or Access to Employee Handbook**

All newly elected officials, and newly hired/appointed employees shall be given a copy of the Employee Handbook and/or provided electronic access to the Employee Handbook at the time of their appointment or hiring.

**C. Responsibility to Read and Become Familiar**

It shall be the obligation of each elected official and employee to read and become familiar with all the policies and/or responsibilities established by the Employee Handbook

**D. Harmonization with Police and Fire Department Policies (SOGs)**

The provisions of this Employee Handbook are not intended to replace the rules and regulations contained in the Police Department or Fire Department Operations Manuals. Therefore, where the provisions of this Employee Handbook conflict with such departmental operations manual(s), the terms of such operations manual(s) shall have precedence.

However, in the event a departmental operations manual(s) is silent on a topic that is the subject of a policy contained herein, such policy shall have full force and effect for employees who are covered by the terms of such operations manual(s).

**E. Conflict Between Employee Handbook and Law**

In the event of a conflict between this manual and any applicable law, the law shall prevail until the particular section of the manual in conflict is revised.

**F. Source Documents Control**

This Employee Handbook describes the current benefit plans maintained by the Village. Refer to actual plan documents and summary plan descriptions if you have specific questions regarding any benefit plan. Those documents are controlling.

**G. Ordinances Control**

Every effort has been made to assure that all provisions contained in this Employee Handbook are the same as those in ordinances duly enacted by Brewster Village Council. Every effort will be made, as ordinances are adopted and/or changed, to amend this Employee Handbook to continue to assure that all provisions of this Employee Handbook are the same as ordinance(s). However, in the event that there are discrepancies between any ordinance (including the payroll ordinance) and any provision of this Employee Handbook, the provisions of the ordinance (including the payroll ordinance) are controlling.

**H. Management Guidelines**

The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in an evolving organization will require changes from time to time.

**I. Village Reserves Rights**

The Village retains the right to make decisions involving employment as needed without being Restricted or restrained by the Employee Handbook policies and/or procedures.

**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 March 4, 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

