

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

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

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

SECTION 1: The Village shall adopt an Implementation Policy as defined below and shall add Section 1.08 - Implementation Policy to the Village Employee Handbook as follows:

1.08 - IMPLEMENTATION

The Mayor, Village Administrator, and/or the appropriate appointing authority shall be charged with implementing and applying the provisions of this Employee Handbook.

In addition, all supervisory personnel are responsible for administering the policies herein, and shall ensure that subordinate personnel comply with all policies and procedures adopted by the Village in this Employee Handbook.

In the event there is a question about how to implement and/or apply a provision of the Employee Handbook, the Village Solicitor should be consulted.

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.

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 March 4, 2019

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