

**AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE QUESTIONS,  
SUGGESTIONS, AND IDEAS POLICY AND THE ADDITION OF THE POLICY AS  
DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK**

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

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

**SECTION 1:** The Village shall adopt an Employee Questions, Suggestions, and Ideas Policy as defined below and shall add Section 1.11 - Employee Questions, Suggestions, and Ideas Policy to the Village Employee Handbook as follows:

**1.11 - QUESTIONS, SUGGESTIONS, AND IDEAS POLICY**

We encourage you to bring your questions, suggestions and ideas to our attention. Careful consideration will be given to each of these in our continuing effort to improve operations.

The chain of command should be respected, so employees should initially approach their supervisor or department head. Employees are strongly encouraged to express questions or concerns openly and directly to their supervisor or department head prior to approaching their Appointing Authority (i.e. the Mayor, Administrator, or Clerk-Treasurer.) Similarly, employees are strongly encouraged to discuss ideas and suggestions for improving Village service and operations, streamline Village operations, and cutting costs with their supervisor or department head prior to approaching their Appointing Authority (i.e. the Mayor, Administrator, or Clerk-Treasurer.)

**A. Questions**

If you have a question, you should present it to your supervisor or department head so the question can be answered by examination and discussion of the facts. Hopefully they will be able to satisfactorily resolve most matters.

If you find that you still have questions after meeting with your supervisor or the department head or that you would like further clarification on the matter, you may request a meeting with your Appointing Authority.

**B. Suggestions and Ideas**

We are always interested in employee's constructive ideas and suggestions for improving Village service and operations, streamline Village operations, and cutting costs. Management believes that suggestions indicate initiative on the part of an employee and we encourage your participation. Working together as a team in a positive fashion will make Village government stronger and improve our service to our citizens.

Employee suggestions and comments on any subject are important to the Village, and employees are encouraged to take every opportunity to discuss them with us. Employee's jobs will not be adversely affected in any way because you choose to use this procedure.

Employees may submit suggestions and ideas to their supervisor or department head. Employees may also submit suggestions and ideas to the Mayor, Administrator, or Clerk-Treasurer.

The Village will do its best to evaluate suggestions and ideas and implement those that make sense for the Village. Evaluation will include reviewing the suggestions or ideas with the applicable department supervisor or department head.

After a suggestion or idea is investigated, the employee will be notified whether or not it is feasible to put into practice. Employees whose suggestions are implemented will be recognized, and may be also be rewarded pursuant to Employee Handbook policy 3.16 Employee Recognition

**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 April 1, 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