

RECORD OF ORDINANCES

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

Ordinance No. 34-2026

Passed March 24th, 2026

AN ORDINANCE TO ADOPT AND ADD 8.09 IMPOSITION OF DISCIPLINE POLICY TO THE EMPLOYEE HANDBOOK

WHEREAS, in furtherance of a formal disciplinary process, the Village has adopted a number of policies dealing with the disciplinary process, and

WHEREAS, the Village wishes to add a policy that sets forth the process for imposing discipline, and

WHEREAS, as a result Brewster Village Council wishes to formally adopt 8.09 Imposition of Discipline Policy to establish guidelines imposition of discipline and add that policy to the Village Employee Handbook wishes to adopt and add that policy to the Village Employee Handbook

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

SECTION 1: The Village shall adopt and add to the Employee Handbook 8.09 Imposition of Discipline Policy, which shall read as set forth below:

Imposition of Discipline 8.09

Once the level of discipline has been determined, following the steps laid out in the disciplinary process preceding, and specifically in *Determination of Appropriate Discipline 8.08*, discipline shall be imposed as follows:

A. No Discipline

Should at the conclusion of an initial inquiry or formal investigation a determination be made that no discipline is appropriate, a notation shall be made in the investigatory file, and the file shall be forwarded to the Clerk-Treasurer to be kept with the employee records.

B. Written Warning or Below

For discipline at written warning or below (counseling, verbal reprimand, and/or written reprimand), the Department Head shall:

1. Create a written record of the discipline.
2. Impose the discipline by delivering a written record of the disciplinary action to the employee personally or by certified mail.
3. A copy of the written record of the disciplinary action shall be forwarded to the Clerk-Treasurer. A written record of the disciplinary action shall be placed in the employee's personnel file.
4. The investigatory file for said discipline shall be forwarded as well to the Clerk-Treasurer to be kept with the employee's records.

C. Suspension or Higher

Discipline at the level of suspension or higher or which affects an employee's future pay (suspension, reduction in position or pay, removal or termination, eliminating an employee's longevity, a fine, or a Last Chance Agreement) shall be imposed by the Appointing Authority.

1. A written recommendation shall be made by the Department Head to the Appointing Authority.
2. A meeting shall then take place with the Department Head and the Appointing Authority.
3. A pre-disciplinary hearing shall be held between the Appointing Authority and the employee.
4. The Appointing Authority shall reduce the disciplinary action to writing.
5. The Appointing Authority shall impose the discipline by delivering a written record of the disciplinary action to the employee personally or by certified mail.

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6. A copy of the written record of the disciplinary action and the investigatory file shall be forwarded to the Clerk-Treasurer.
7. A summary of the disciplinary action shall be placed in the employee's personnel file.
8. The investigatory file for said discipline shall be forwarded as well to the Clerk-Treasurer, to be kept with the employee's records.

Notes:

- Any suspension shall be for a specific number of consecutive working days which the employee would be regularly scheduled to work. Holidays occurring during a suspension shall count as work days for the purpose of suspensions, and shall be unpaid, provided the employee does not work the day prior or day after said holiday.
- Department heads **MAY** request that the specific date(s) of suspension and may split up into non-consecutive days based upon the work demands of their department.
- It may be appropriate to allow an employee to use appropriate paid leave in lieu of all or part of an unpaid suspension, especially when the number of days of suspension is a higher number. Appropriate paid leave could be vacation or comp time. The suspension will still reflect the number of days issued. This option provides for progressive discipline while avoiding an undue hardship (financial stress) on an employee and their family.

D. Applicability – Police Department

This policy does not apply at the level of "suspension or higher" to the Chief or officer of the Brewster Police Department, whose imposition of discipline at the level of "suspension or higher" will be governed by the requirement(s) set forth in Ohio Revised Code.

E. Applicability – Fire Department

This policy does not apply at the level of "suspension or higher" to the Chief or officer of the Brewster Fire Department, whose imposition of discipline at the level of "suspension or higher" will be governed by the requirements set forth in Ohio Revised Code.

SECTION 2: The above policy replaces any previous version of this policy and supersedes any current policy, formal or informal, written or unwritten, which may be in conflict with this policy.

SECTION 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this [Ordinance/Resolution] were taken in conformance with applicable open meetings laws and that all deliberations of this Council and of any committees that resulted in those formal actions were in compliance with all legal requirements including any applicable open meetings requirements

SECTION 4: This ordinance shall be in full force and effect upon passage.



Mayor Charles Hawk

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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 special meeting of the Brewster Village Council held on March 24, 2026.

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, Post Office and Brewster Laundromat.

K. Kris King

Clerk K. Kris King

Brewster, Ohio