

AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE CALL OUT POLICY AND THE ADDITION OF THE POLICY AS DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK

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

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

SECTION 1: The Village shall adopt an Employee Call Out Policy as defined below and shall add Section 3.14 Employee Call Out Policy to the Village Employee Handbook as follows:

3.14 EMPLOYEE CALL OUT POLICY

A. Minimum Call Out Pay

Employees called in after normal working hours shall be entitled to a minimum of two (2) hours call out pay.

B. When Call Out Pay is Applicable

Call-out pay would only be applicable after the employee has left their Department's facilities after:

- a normal work day, or
- a scheduled extra/overtime shift, or
- a previous emergency call out

An employee who leaves within the two (2) hours of an initial call out and is called out again within the same two (2) hour period shall be paid for only one (1) minimum two (2) hour call out.

C. Call Out Pay and its Interaction with Overtime

Call out pay is not applicable when an employee is:

- called in early for overtime contiguous to the beginning of their normal (or scheduled overtime) shift, or
- held over after the end of their normal (or scheduled overtime) shift

D. Call Out Pay and Holidays

If an employee is called-in to work on a Village holiday, that employee will receive his or her regular paid holiday pay, plus the appropriate amount of call-in pay and/or overtime pay.

E. Conditions Requiring Call Out

Conditions that require call out shall be determined by the Mayor, Village Administrator, or Department Head, and may be reduced to writing.

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 _____

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

THREE