

AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE PRIOR PUBLIC SERVICE POLICY AND THE ADDITION OF THE POLICY AS DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK

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

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

SECTION 1: The Village shall adopt an Employee Prior Public Service Policy as defined below and shall add Section 2.12 - Employee Prior Public Service Policy to the Village Employee Handbook as follows:

SECTION 2.12 PRIOR PUBLIC SERVICE

A. Prior Public Service as it Affects Vacation

An employee who has prior service with the state of Ohio or another political subdivision within the State of Ohio **may** be able to get credit for years of service that will make them eligible for a higher annual vacation leave.

1. An individual who was employed full-time before July 5, 1987 by the State of Ohio or any political subdivision of the State, and initially employed by the Village of Brewster prior to July 5, 1987, shall be entitled to have their prior full-time service with the State of Ohio or any political subdivision of the State counted as service for the purpose of computing their vacation leave with the Village of Brewster.
2. An individual initially employed on or after July 5, 1987 by the Village of Brewster shall have only prior service within the Village of Brewster counted as service for the purpose of computing their vacation leave with the Village of Brewster.
3. An employee who has retired in accordance with the provisions of any retirement plan offered by the state and who is subsequently employed by the Village of Brewster shall not have their service with the state, any political subdivision of the state, or Brewster prior to their retirement date counted for the purpose of computing vacation leave.

B. Prior Public Service as it Affects Sick Leave

An employee who has prior service with the state of Ohio or another political subdivision within the state of Ohio may be eligible to “transfer” any accrued but unused sick leave, **provided:**

1. That no portion of said sick leave has been converted to cash or was paid out upon separation, and
2. That employment with the Village of Brewster takes place within ten (10) years of the date on which the employee was last employed with the state of Ohio or another political subdivision within the state of Ohio.
3. An employee who has retired in accordance with the provisions of any retirement plan offered by the state and who is subsequently employed by the Village of Brewster shall not have prior sick leave with the state or any political subdivision of the state prior to their retirement date “transferred” to the Village of Brewster.
4. Accrued but unused sick leave that is transferred from state of Ohio or another political subdivision within the state of Ohio shall be the first consumed when an employee takes sick leave.
5. Accrued but unused sick leave that is transferred from state of Ohio or another political subdivision within the state of Ohio shall not be paid out upon retirement from the Village of Brewster.

C. Notification, Request, and Documentation for Credit

1. Employees are responsible for notifying the Village of Brewster Clerk-Treasurer and requesting credit for vacation and/or sick leave.

2. Employees are responsible for providing reasonable documentation in support of any request pursuant to this policy. Upon request by the employee or the Village of Brewster, the employee's previous appointing authority shall provide the employee or the employee's appointing authority with adequate documentation regarding the previous length of service (Date of hire and separation) and/or previously accumulated sick leave of which the former appointing authority is aware. Such documentation shall also specify whether the employee has portion of said sick leave has been converted to cash or was paid out upon separation.

3. If an employee fails to notify the Village of Brewster of the employee's desire to either credit for years of service for vacation calculation and/or "transfer" any accrued but unused sick leave within six (6) months of hire, the employee shall forfeit their right to make a request.

D. Effective Date

Credit for years of service for vacation calculation and/or "transfer" any accrued but unused sick leave shall not be effective until the first full payroll period on or after the date the Village of Brewster Finance Department has been officially notified of such service and been provided with appropriate documentation.

However, newly hired employees may not:

- use their accrued vacation until they have completed their probationary period.
- use any of their "transferred" accrued but unused sick leave until they have completed their probationary period.

E. Prior Public Service as an Elected Official

Prior service with the state of Ohio or another political subdivision within the State of Ohio as an elected official shall not be counted towards vacation credit or sick leave transfer unless submitted to and approved by Brewster Village Council.

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