

AN ORDINANCE AUTHORIZING THE ADOPTION OF EMPLOYEE HANDBOOK OBJECTIVES AND THE ADDITION OF THE OBJECTIVES AS DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK

WHEREAS, Brewster Village Council desires to adopt Employee Handbook Objectives and to modify the Village Employee Handbook to include Employee Handbook Objectives.

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

SECTION 1: The Village shall adopt Employee Handbook Objectives as defined below and shall add Section 1.06- Employee Handbook Objectives to the Village Employee Handbook as follows:

1.06 EMPLOYEE HANDBOOK OBJECTIVES

The Village's primary objective is to provide the residents of the Village of Brewster with superior public services in the most cost efficient and effective manner possible.

The Village of Brewster realizes that establishing a system that recruits and retains competent, dependable Village personnel is indispensable to effective Village Government and obtaining the foregoing primary objective. The Village can only obtain its primary objective through its employees.

The policies and procedures contained in this Employee Handbook are designed to:

- A. Promote high morale among Village employees by fostering good working relationships, and
- B. Providing uniform personnel policies and opportunities for advancement, and
- C. Provide consideration of employee needs and desires, and
- D. Maintain recruitment and promotion practices that will enhance the attractiveness of Village employment and career, and
- E. Encourage each employee to give his or her best effort to the Village and the public, and
- F. Encourage courteous and dependable service to the public, and
- G. Establish acceptable minimum standards of performance, which are to be applied fairly and uniformly; and
- H. Implement the provisions of applicable Ohio Revised Code and Village personnel ordinances and resolutions by establishing standards and procedures, and
- I. Ensure a safe and healthful work environment that encourages employees to actively participate in maintaining a safe work environment, and
- J. Provide fair and equal opportunity for qualified persons to enter and progress through Village service, in a manner based on merit and fitness, as determined through fair and practical personnel management methods, and
- K. Conduct all operations in an ethical and legal manner, so as to promote a reputation as an efficient, progressive body in the community and state.

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