

RECORD OF ORDINANCES

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

Ordinance No. 57-2021

Passed November 15, 2021

AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE 9.03 RESIGNATION POLICY AND THE ADDITION OF THE POLICY AS DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK

WHEREAS, Brewster Village Council desires to adopt an Employee 9.03 Resignation Policy and to modify the Village Employee Handbook to include an Employee 9.03 Resignation Policy.

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

SECTION 1: The Village shall adopt an Employee 9.03 Resignation Policy as defined below and shall add 9.03 Resignation Policy to the Village Employee Handbook as follows:

9.03 RESIGNATION

A. Resignation

1. Employment is terminated upon the employee submitting/tendering a resignation and it being accepted by their appointing authority.
2. While an employee is at will and is not required to do so, it is preferred that an employee submit in writing their resignation at least two (2) weeks (ten working days) in advance of their final working day.
3. An employee may rescind or withdraw a tender of resignation at any time prior to its effective date, so long as their appointing authority has not formally accepted such tender of resignation.

However, an employee who relinquishes their position by voluntary affirmative actions after resigning, including but not limited to turning in equipment, uniforms, or keys will be deemed to have concluded their resignation, and cannot rescind it after completing those voluntary steps.

4. Acceptance of a tender of resignation occurs when their appointing authority initiates an action that clearly indicates that the tender of resignation is accepted. While a verbal acceptance by the employee's appointing authority is sufficient, it is preferred that acceptance be in writing or that a verbal acceptance be followed up with confirmation in writing.
5. A resignation requires no action by Council.
6. The Village of Brewster does not provide severance pay; however, the Village Council may, at its discretion, provide severance pay without precedent or prejudice to any other employee.
7. Any employee who resigns their employment with the Village of Brewster must return property, keys, etc. before leaving. Failure to return property may result in deductions or withholding of their final pay.

SECTION 2: To the extent that the above policy replaces portions of any previous policy regarding resignations, this policy 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.



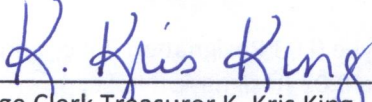
Mayor Charles Hawk

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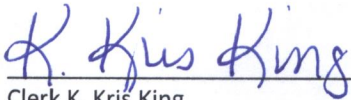
ATTEST:



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 November 15, 2021



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