

**AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE WORK WEEK  
AND PAY DAY POLICY AND THE ADDITION OF THE POLICY AS DEFINED  
TO THE VILLAGE EMPLOYEE HANDBOOK**

WHEREAS, Brewster Village Council desires to adopt an Employee Work Week and Pay Day Policy and to modify the Village Employee Handbook to include an Employee Work Week and Pay Day Policy.

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

**SECTION 1:** The Village shall adopt an Employee Work Week and Pay Day Policy as defined below and shall add Section 3.04 - Employee Work Week and Pay Day Policy to the Village Employee Handbook as follows:

**Section 3.04 Work Week and Pay Day Policy**

**A. Work Week**

1. The work/pay week is established as seven (7) consecutive calendar days.
2. For all employees except police, the workweek begins on Saturday night at 12:00 midnight and runs through Saturday night at 12:00 midnight.
3. For police, the workweek begins on Saturday at 10:00 pm and runs through Saturday at 10:00 pm.

**B. Pay Period**

The Village of Brewster's pay period is based on a two (2) consecutive work weeks. The pay period is from Sunday to Saturday.

**C. Pay Day**

1. All employees are paid biweekly on every other Friday following the close of a pay period. Each paycheck will include earnings for all work performed through the last day of the payroll period.
2. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.
3. If a regular payday falls during an employee's vacation, the employee will receive his or her earned wages on the regular pay day.
4. Employees who resign shall receive a paycheck on the next regular pay day.
5. A dismissed employee's regular paycheck will be available on the next regular pay day. The dismissed employee's final paycheck will be available on the next (pay period after regular paycheck) regular payday.

**D. Method of Payment**

Paychecks will be either issued or direct deposited for employees. Employees who wish to have their paycheck directly deposited should contact the Village Clerk-Treasurer.

**E. Accuracy of Paycheck**

The Village makes every effort to avoid errors in your pay. If you believe an error has been made, tell your supervisor immediately. We will take the necessary steps to research the problem and to assure that any necessary correction is made on the next paycheck.

It is each employee's responsibility to review their own paycheck for errors. If an employee discovers a mistake, they should report it to the Village Clerk-Treasurer immediately.

**F. Work Schedule**

Normal Village Hall business hours are 7:00 a.m. to 3:30 p.m., Monday through Friday. But because of the nature of Village business, an employee's work schedule may vary.

**G. Pay Advances**

The Village does not permit/provide pay advances.

**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.

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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 November 20, 2017

\_\_\_\_\_  
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.

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Clerk K. Kris King