

**AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE JOB
ASSIGNMENT COMPENSATION POLICY AND THE ADDITION OF THE POLICY
AS DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK**

WHEREAS, Brewster Village Council desires to adopt an Employee Job Assignment Compensation Policy and to modify the Village Employee Handbook to include an Employee Job Assignment Compensation Policy.

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

SECTION 1: The Village shall adopt an Employee Job Assignment Compensation Policy as defined below and shall add Section 3.17 - Employee Job Assignment Compensation Policy to the Village Employee Handbook as follows:

Section 3.17 - JOB ASSIGNMENT COMPENSATION POLICY

The Village of Brewster has a number of job assignments that are not and/or cannot be performed independent of an employee's other job position. These job assignments are an add-on or supplement to a primary job position. However, because of the importance and training required to successfully perform some additional job assignments, the Village establishes the following supplementary compensation.

A. School Resource Officer

The School Resource Officer helps "keep the peace" in their schools so that students can learn and teachers can teach, is a law-related counselor who provides guidance on law-related issues to students, acts as a link to support services both inside and outside the school environment, and is the law-related education teacher who provide schools with an additional educational resource by sharing their expertise in the classroom. The assignment of School Resource Officer duties shall be determined by the Chief of Police with consultation and approval of the Mayor.

The employee who is assigned School Resource Officer duties shall receive an additional \$1000 per year or \$0.48 per hour supplemental compensation.

B. DARE (Drug Abuse Resistance Education) Officer

The DARE Officer instructs students and other youth within the Drug Abuse Resistance Education program, and coordinates program activities with local school administrators, teachers, parents, and peers. The assignment of DARE Officer duties shall be determined by the Chief of Police with consultation and approval of the Mayor.

The employee who is assigned DARE Officer duties shall receive an additional \$1000 per year or \$0.48 per hour supplemental compensation.

C. Lead Investigator or Detective

The Lead Investigator or Detective's primary duties consist of conducting or assists in conducting criminal investigations and prosecutes criminal offenders. The assignment of Lead Investigator or Detective duties shall be determined by the Chief of Police with consultation and approval of the Mayor.

The employee who is assigned Lead Investigator or Detective duties shall receive an additional \$1000 per year or \$0.48 per hour supplemental compensation.

D. Evidence Officer

The Evidence Officer shall be responsible for collecting, receipting, storing, and control of physical evidence/property in the custody of the department. The assignment of Evidence Officer duties shall be determined by the Chief of Police with consultation and approval of the Mayor.

The employee who is assigned Evidence Officer duties shall receive an additional \$1000 per year or \$0.48 per hour supplemental compensation.

E. Field Training Officer

The Field Training Officer clearly communicates the expectations of training, teaching the policies of the department, correctly applying concepts learned in the classroom to field training operations, and evaluating the trainee on his or her progress in the program. Ultimately, the FTO is responsible for

making sure shift duties are performed properly and completely.

The Mayor may assign the Police Chief Field Training Officer duties, in which case the Police Chief shall be compensated in accordance with this provision. In the event that the Mayor does not assign the Police Chief Field Training Officer duties, the assignment of Field Training Officer duties shall be determined by the Chief of Police with consultation and approval of the Mayor.

The employee who is assigned Field Training Officer duties shall receive an additional \$1000 per year or \$0.48 per hour supplemental compensation.

F. Firearms Training Officer

The Firearms Training Officer conducts on-going firearms training program, qualification shoots, and other associated training for the Police Department.

The Mayor may assign the Police Chief Firearms Training Officer duties, in which case the Police Chief shall be compensated in accordance with this provision. In the event that the Mayor does not assign the Police Chief Firearms Training Officer duties, the assignment of Firearms Training Officer duties shall be determined by the Chief of Police with consultation and approval of the Mayor.

The employee who is assigned Firearms Training Officer duties shall receive an additional \$1000 per year or \$0.48 per hour supplemental compensation.

G. K-9 Officer

A K-9 Officer works in tandem with a K9 (service dog) and trains, cares for and utilizes a K9 to assist in criminal investigations. Each K-9 officer assumes the responsibility of a dog handler in addition to normal police duties. The assignment of K-9 Officer duties shall be determined by the Chief of Police with consultation and approval of the Mayor.

The employee who is assigned K-9 Officer duties shall receive an additional \$1000 per year or \$0.48 per hour supplemental compensation.

H. Assumption of Higher Position Duties Compensation

In all Village Departments in which an employee substitutes for the Department Head or Supervisor, the employee will receive the Department Head's or Supervisor's rate of pay after the Department Head's or Supervisor's absence of five (5) days or more at any one time, with Assumption of Higher Position Duties Compensation beginning retroactively on the first day of the Department Head's or Supervisor's absence.

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 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.

Clerk K. Kris King