

**AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE OHIO  
EPA CERTIFICATION INCENTIVES POLICY AND THE ADDITION OF THE  
POLICY AS DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK**

WHEREAS, Brewster Village Council desires to adopt an Employee Ohio EPA Certification Incentives Policy and to modify the Village Employee Handbook to include an Employee Ohio EPA Certification Incentives Policy.

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

**SECTION 1:** The Village shall adopt an Employee Ohio EPA Certification Incentives Policy as defined below and shall add Section 3.18 - Employee Ohio EPA Certification Incentives Policy to the Village Employee Handbook as follows:

**Section 3.18 OEPA CERTIFICATION INCENTIVES POLICY**

The Ohio Environmental Protection Agency (OEPA) has established that certified water and wastewater operators are essential for the protection of public health and the environment.

Pursuant to Ohio Administrative Code Section (A) (1)

Each person owning or operating a public water system...shall designate one or more operator of record to oversee the technical operation of the public water system or each water treatment plant and distribution system within the public water system. Each operator of record shall have a valid certification of a class equal to or greater than the classification of the public water system, distribution system or water treatment ...

Therefore, the Village of Brewster's Water Treatment Facility and Water Distribution System is required to have an operator in charge with a minimum of a Class II OEPA Water Supply Certification, with no more than a thirty (30) consecutive day absence.

Pursuant to Ohio Administrative Code Section (A)(2)

Each person owning or operating a treatment works or sewerage system shall designate one or more operator of record to oversee the technical operation of the treatment works, sewerage system, or each wastewater treatment facility. ... each operator of record shall have a valid certification of a class equal to or greater than the classification of the treatment works, sewerage system, or wastewater treatment facility.

Therefore, the Village of Brewster's Wastewater Treatment Facility and Wastewater Collection System is required to have an operator in charge with a minimum of a Class II OEPA Wastewater Treatment Certification, with no more than a thirty (30) consecutive day absence.

The OEPA operator certification program helps to ensure that the operation of public water systems and wastewater systems are under the supervision of technically competent operators to protect human health and surface water quality. Because of the limited number of employees, the Village of Brewster has, and the foregoing certification requirements imposed on Water Treatment Facility and Distribution System and Wastewater Treatment Plant and Collection System by the OEPA, Brewster needs to have multiple employees with OEPA certification for both its Water Treatment Facility and Wastewater Treatment Facility facilities, to allow for vacation, sickness, injury and/or succession planning for retirement.

With the foregoing facts in mind, the Village of Brewster establishes the following OEPA Certification incentives.

**A. OEPA Certification Goals**

The Village of Brewster's long term operation and succession goals establish a MINIMUM of three (3) full-time employees obtain and maintain Water Supply Class II and three (3) Wastewater Class II certifications at any time.

## **B. OEPA Wastewater Certification Incentives**

1. The Village of Brewster shall pay an OEPA Wastewater Treatment Certification Incentive to full-time employees as follows:

- OEPA Wastewater Treatment Certification I - \$1300 per year or \$0.625 per hour
- OEPA Class II Wastewater Treatment Certification - \$2600 per year or \$1.25 per hour
- OEPA Class III Wastewater Treatment Certification - \$3900 per year or \$1.875 per hour (maximum one (1) employee, who must be working in Wastewater to receive incentive)

2. The Village shall pay full-time employees for only one OEPA Wastewater Certification (1) certification at a time, which shall be the highest certification held by an employee.

3. A full-time employee obtains an OEPA Class II Wastewater Treatment Certification or OEPA Class I Wastewater Treatment Certification will have their pay rate adjusted in accordance with this provision the first full pay following obtaining OEPA Certification.

4. Employees receiving an OEPA Wastewater Treatment Certification Incentive shall provide proof of certification to the Village Clerk-Treasurer on an annual basis. Failure to do so shall result in loss of the incentive, in addition to any other action the Village deems appropriate to full-time employees.

## **C. OEPA Wastewater Treatment Certification Incentive - Wastewater Superintendent**

a) The Wastewater Superintendent must hold and maintain a valid OEPA Class II Wastewater Treatment Certification throughout his/her term of employment to remain in the position. Should the Wastewater Superintendent fail to maintain a valid OEPA Class II Wastewater Treatment Certification during his/her term of employment, they will at a minimum immediately have their pay reduced by the OEPA Wastewater Certification Incentive, in addition to any other action the Village deems appropriate.

b) At the time an employee is placed/promoted/transferred into the position of Wastewater Superintendent, the hourly rate shall be established taking into consideration the fact that the employee is required to have an OEPA Class II Wastewater Treatment Certification. The established hourly rate shall include OEPA Wastewater Certification Incentive for OEPA Class II Wastewater Treatment Certification, which shall then be deducted from the established hourly rate. The OEPA Wastewater Certification Incentive for OEPA Class II Wastewater Treatment Certification shall then be paid separately.

## **D. OEPA Wastewater Treatment Certification Incentive - Village Technician - Wastewater**

a) The Village Technician - Wastewater must possess or be able to obtain within three (3) years a valid OEPA Class I Wastewater Treatment Certification. Once obtained, should the Village Technician - Wastewater fail to maintain a valid OEPA Class I Wastewater Treatment Certification throughout the term of his/her employment, they will at a minimum immediately have their pay reduced by the OEPA Wastewater Certification Incentive, in addition to any other action the Village deems appropriate.

b) At the time an employee is placed/promoted/transferred into the position of Wastewater Superintendent, the hourly rate shall be established taking into consideration the fact whether the employee has at that time an OEPA Class I Wastewater Treatment Certification. The established hourly rate shall include OEPA Wastewater Certification Incentive for OEPA Class I Wastewater Treatment Certification if the employees has it at time of appointment, which shall then be deducted from the established hourly rate. The OEPA Wastewater Certification Incentive for OEPA Class I Wastewater Treatment Certification shall then be paid separately.

## **E. OEPA Water Certification Incentives**

1. The Village of Brewster shall pay an OEPA Water Certification Incentive to full-time employees as follows:

- OEPA Water Supply Certification I - \$1300 per year or \$0.625 per hour
- OEPA Water Supply Certification II - \$2600 per year or \$1.25 per hour
- OEPA Water Supply Certification III - \$3900 per year or \$1.875 per hour (maximum one (1) employee, who must be working in Water to receive incentive)

2. The Village shall pay full-time employees for only one (1) OEPA Water Supply Certification at a time, which shall be the highest certification held by an employee.
3. A full-time employee obtains an OEPA Class II Water Supply Certification or OEPA Class I Water Supply Certification will have their pay rate adjusted in accordance with this provision the first full pay following obtaining OEPA Certification.
4. Employees receiving an OEPA Water Supply Certification Incentive shall provide proof of certification to the Village Clerk-Treasurer on an annual basis. Failure to do so shall result in loss of the incentive, in addition to any other action the Village deems appropriate.to full-time employees.

**F. OEPA Water Supply Certification Incentive - Water Superintendent**

- a) The Water Superintendent must hold and maintain a valid OEPA Class II Water Supply Certification throughout his/her term of employment to remain in the position. Should the Water Superintendent fail to maintain a valid OEPA Class II Water Supply Certification during his/her term of employment, they will at a minimum immediately have their pay reduced by the OEPA Water Supply Certification Incentive, in addition to any other action the Village deems appropriate.
- b) At the time an employee is placed/promoted/transferred into the position of Water Superintendent, the hourly rate shall be established taking into consideration the fact that the employee is required to have an OEPA Class II Water Supply Certification. The established hourly rate shall include OEPA Water Certification Incentive for OEPA Class II Water Supply Certification, which shall then be deducted from the established hourly rate. The OEPA Water Certification Incentive for OEPA Class II Water Supply Certification shall then be paid separately.

**G. OEPA Water Supply Certification Incentive - Village Technician - Water**

- a) The Village Technician - Water must possess or be able to obtain within three (3) years a valid OEPA Class I Water Supply Certification. Once obtained, should the Village Technician - Water fail to maintain a valid OEPA Class I Water Supply Certification throughout the term of his/her employment, they will at a minimum immediately have their pay reduced by the OEPA Water Certification Incentive, in addition to any other action the Village deems appropriate.
- b) At the time an employee is placed/promoted/transferred into the position of Village Technician - Water, the hourly rate shall be established taking into consideration the fact whether the employee has at that time an OEPA Class I Water Supply Certification. The established hourly rate shall include OEPA Water Certification Incentive for OEPA Class I Water Supply Certification if the employees has it at time of appointment, which shall then be deducted from the established hourly rate. The OEPA Water Certification Incentive for OEPA Class I Water Supply Certification shall then be paid separately.

**H. Report of Expiration or Failure to Renew, Suspension, or Revocation of OEPA Certification**

Any employee receiving an incentive(s) for OEPA Certification shall promptly notify their immediate supervisor and the Clerk-Treasurer in writing of the expiration or failure to renew, the suspension, or the revocation of any OEPA Certification they hold. The employee will then immediately have their pay reduced by the OEPA Water Supply Certification Incentive, in addition to any other action the Village deems appropriate.

**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:

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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

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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