

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

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

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

SECTION 1: The Village shall adopt an Employee Miscellaneous Incentives Policy as defined below and shall add Section 3.19 - Employee Miscellaneous Incentives Policy to the Village Employee Handbook as follows:

Section 3.19 - MISCELLANEOUS INCENTIVES POLICY

A. State of Ohio Mosquito, Housefly, and other Vector Control License (Mosquito License)

The Village of Brewster shall pay an incentive to up to three (3) full-time employees for a State of Ohio Mosquito, Housefly, and other Vector Control License (Mosquito License).
The Mosquito License incentive shall be \$400 per year or \$0.19 per hour.

B. ASE Mechanic Certification

The Village of Brewster shall pay an incentive to up to two (2) full-time employees for an ASE Mechanic Certification in an appropriate category, such as Automotive and Light Truck (A1-A9) or Truck Equipment (E1-E3).
The ASE Mechanic Certification incentive shall be \$750 per year or \$0.36 per hour.

C. CDL License

As a condition of employment, full-time employees in the Electric Department, Street Department, Water Department, Wastewater Treatment Plant all must possess and/or obtain an appropriate CDL license within six (6) months of hire.
When an employee renews their CDL, the Village will pay the difference between the cost of a State of Ohio Driver's License and an Ohio CDL Driver's License.
Employees required to possess and/or obtain an appropriate CDL license shall provide proof to the Village Clerk-Treasurer on an annual basis that they possess said license. Failure to do so may result in any action(s) the Village deems appropriate, including but not limited to reduction in pay, being placed on unpaid leave pending restoration of their CDL license, and/or disciplinary action up to and including loss of their employment with the Village of Brewster.
Employees required to possess and/or obtain an appropriate CDL license must maintain licensure once it is obtained. An employee whose CDL is suspended, revoked, or who fails to renew their CDL shall promptly inform their immediate supervisor and the Clerk-Treasurer. Employees whose CDL is suspended, revoked, or who fails to renew their CDL may result in any action(s) the Village deems appropriate, including but not limited to reduction in pay, being placed on unpaid leave pending restoration of their CDL license, and/or disciplinary action up to and including loss of their employment with the Village of Brewster.

D. Report of Expiration or Failure to Renew, Suspension, or Revocation of Certification/License

Any employee receiving an incentive(s) for a 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 certification they hold. If an employee receives an incentive, the employee will then immediately have their pay reduced by the applicable certification/license incentive, in addition to any other action the Village deems appropriate.

E. Firefighter/EMS Incentive

To help provide coverage for Brewster Residents during working hours, when many of the Village of Brewster Volunteer Firefighters may be working at full-time jobs outside the Village and may

not be able to respond, the Village of Brewster shall allow its full-time employees who are qualified to respond to fire and/or EMS emergency calls during their normal working hours without loss of the employee's regular compensation during the time they respond. In addition, full-time employees who are qualified to respond to fire and/or EMS emergency calls and respond during their normal working hours may receive corresponding volunteer "pay" in addition to their regular compensation, provided it is not part of their normal job duties for which they are being compensated.

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