

**AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE ATTENDANCE,
PUNCTUALITY, AND LEAVING EARLY POLICY AND THE ADDITION OF THE
POLICY AS DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK**

WHEREAS, Brewster Village Council desires to adopt an Employee Attendance, Punctuality, and Leaving Early Policy and to modify the Village Employee Handbook to include an Employee Attendance, Punctuality, and Leaving Early Policy.

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

SECTION 1: The Village shall adopt an Employee Attendance, Punctuality, and Leaving Early Policy as defined below and shall add Section 3.10 - Employee Attendance, Punctuality, and Leaving Early Policy to the Village Employee Handbook as follows:

3.10 - Attendance, Punctuality, and Leaving Early Policy

All employees are expected to arrive on time, ready to work, every day they are scheduled to work, and to work through the end of their scheduled shift/assignment.

A. Attendance Expectations

Village employees are expected to be reliable and punctual. Village employees should report for work as scheduled.

Unplanned absences can disrupt work, inconvenience other employees, and affect service and productivity. Because of the small size of the Village work force, and the interdependence of Village Departments, regular attendance is an essential function of nearly every Village job description.

B. Punctuality Expectations (Tardiness)

Village employees are expected to be punctual. Village employees should report for work on time. An employee arriving late to their work area in connection with the start of a work day, breaks, or lunch is unacceptable.

Reporting to work late or returning to work late from breaks or lunch (**tardiness**) can disrupt work, inconvenience other employees, and affect service and productivity. Because of the small size of the Village work force, and the interdependence of Village Departments, punctuality is an essential function of nearly every Village job description.

Working through a break or lunch hour to “cover” or “make-up” for being late (tardiness) does not eliminate an incident of tardiness, unless it is pre-approved by the employee’s Department Head or the Appointing Authority.

C. Expectations of a full Days Work (Leaving Work Early)

Village employees are expected to stay until the end of their scheduled work day (or assignment) every day they are scheduled to work. An employee leaving their work area early in connection with breaks, lunch, or the end of the day is unacceptable.

Leaving work early or leaving early for breaks or lunch can disrupt work, inconvenience other employees, and affect service and productivity. Because of the small size of the Village work force, and the interdependence of Village Departments, putting in a full day’s work is an essential function of nearly every Village job description.

Working through a break or lunch hour to “cover” or “make-up” for leaving early does not eliminate an incident of leaving early, unless it is pre-approved by the employee’s Department Head or the Appointing Authority.

D. Discipline for Tardiness or Leaving Early

If an employee has a poor attendance record, excessive lateness, or excessive incidents of leaving early the employee may be subject to disciplinary action, up to and including termination of employment. The standard of what is excessive is determined by the Appointing Authority for which the employee works.

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 December 4, 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