

**AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE REPORT OFF POLICY AND THE ADDITION OF THE POLICY AS DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK**

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

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

**SECTION 1:** The Village shall adopt an Employee Report Off Policy as defined below and shall add Section 3.11 - Employee Report Off Policy to the Village Employee Handbook as follows:

**3.11 Report Off Policy**

If an employee cannot come to work or will be late for any reason, the employee must notify their supervisor as soon as possible.

Employees who are unable to report to work must call the utility office and/or notify their direct supervisor **before** the scheduled start of their workday. The supervisor will then notify the appropriate member of Village administration.

The direct supervisor must also be notified on each additional day of absence.

If the employee fails to report off, they may be subject to disciplinary action, up to and including termination of employment.

**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.

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Clerk K. Kris King