

**AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE HOURS OF  
WORK NONEXEMPT EMPLOYEE POLICY AND THE ADDITION OF THE POLICY  
AS DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK**

WHEREAS, Brewster Village Council desires to adopt an Employee Hours of Work Nonexempt Employee Policy and to modify the Village Employee Handbook to include an Employee Hours of Work Nonexempt Employee Policy.

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

**SECTION 1:** The Village shall adopt an Employee Hours of Work Nonexempt Employee Policy as defined below and shall add Section 3.02 - Employee Hours of Work Nonexempt Employee Policy to the Village Employee Handbook as follows:

**3.02 HOURS OF WORK: NON-EXEMPT EMPLOYEES**

As public employees, it is imperative that records of hours actually worked and other paid time is accurately tracked and accounted for. We are required to maintain records in compliance with the federal FLSA and state regulations that at a minimum document the following information:

- Time of day the employee begins and ends work
- Hours worked by the employee each day
- Total number of hours worked by the employee each work week.

To establish an accurate record of the above, the following rules must be followed:

**A. Applicability**

This provision applies only to non-exempt employees who are eligible for compensation for more than 40 hours worked in a work week pursuant to federal and state law.

**B. Work Schedule**

1. Employees are required to observe the work schedule(s) established by their Supervisor and/or their Appointing Authority or their designee.
2. The work schedule of each employee is subject to revision at any time. Individual adjustments in work times may be made by the employee's Supervisor and/or their Appointing Authority or their designee in response to varying workloads, priorities, and operations of the departments.
3. If a different work schedule is placed into effect for any employee that differs from these regulations, that work schedule shall apply only to that employee, and will be in writing.

**C. Work Week Schedule Adjustment**

The Supervisor and/or the Appointing Authority or their designee MAY adjust an employee's work schedule during a work week/pay period, to adjust for either extra hours worked and/or shortages of hours worked, so that an employee's hours paid and/or hours actually worked do not exceed 40 hours for the work week/pay period. (see 3.07 Flex Time for more detail)

**D. Clock-In & Clock-Out**

1. Employees may be required to clock in prior to their scheduled starting time and clock out after their scheduled quitting time.
2. Employees should not clock in more than 15 minutes prior to their scheduled starting time, or clock out later than 15 minutes after their scheduled quitting time, unless it is approved by their Supervisor and/or their Appointing Authority or their designee.

3. Employees are reminded that an employee who falsifies any reports, report-offs pertaining to absence from work, claims for any benefits provided by the Village, communications or records including personnel and work records, time records, or any other Village records are subject to disciplinary action which may result in dismissal for the first offense. It shall be considered a violation to falsify time records (time sheets), including but not limited to punches in or out for an employee, either for themselves or another employee.

**E. Work Time**

1. All employees are to be at their work area or desk and ready to work at the beginning of their work day, and work until the end of their scheduled quitting time, unless otherwise approved by their Supervisor and/or their Appointing Authority or their designee.

2. Employees are not to work for the benefit of the Village of Brewster prior to their scheduled starting time, or to work for the benefit of the Village of Brewster after their scheduled quitting time, unless it is approved by their Supervisor and/or their Appointing Authority or their designee.

**F. Shortage of Time**

Any employee who is short of their 40 hours during any work week will be charged the appropriate amount of accrued compensatory time or other appropriate leave with approval of their Supervisor and/or their Appointing Authority or their designee to make up for the shortage, or in the absence of accrued compensatory time or other appropriate leave, the employee will be docked the appropriate amount.

**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 December 18, 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