

VILLAGE OF WESTON

Employee Handbook And Personnel Policy Manual

Revised 12/15/2025

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INTRODUCTION

Welcome to the Village of Weston!

We are glad you have joined our team. The Village of Weston is committed to serving our residents with integrity, reliability, and care. Every employee plays a key role in providing high-quality public services, and together, we work to keep our community safe, healthy, and thriving.

This Employee Handbook is designed to guide you as you begin your journey with the Village. It provides an overview of key policies, procedures, and resources to help you understand your responsibilities, navigate Village operations, and access the benefits available to you. While this handbook is a useful reference, it does not include every policy or regulation that may apply. Employees are expected to comply with all applicable Village ordinances, policies, and procedures, even if they are not fully detailed here.

Our goals with these policies are to:

- Ensure the safety and well-being of all employees.
- Protect Village property and public resources.
- Provide consistent, high-quality services to our residents.
- Foster a workplace that supports collaboration, respect, and professional growth.

Please read this handbook carefully and refer to it as needed. Policies may be updated from time to time at the discretion of the Mayor and Council, and you will be notified of any changes. If you have questions about policies, payroll, benefits, or financial procedures, you may contact your supervisor, the Mayor, or the Fiscal Officer.

We are excited to have you on board and look forward to your contributions to the Village of Weston. Thank you for joining our team and for your commitment to public service.

Ricky Easterwood

Mayor, Village of Weston

DISCLAIMER OF AT-WILL EMPLOYMENT AND NON-CONTRACT

Except as otherwise provided by law, all employment by the Village of Weston is at-will. The employee may terminate his or her employment at any time. The Village of Weston may also terminate the employees' employment at any time, with or without cause.

Further, no representative of the Village of Weston has the authority to enter into an agreement for employment for any specified period or to make an agreement contrary to the foregoing.

This employee handbook, and any other employment policies, is not intended to create a contractual relationship with you. This lack of guarantee and lack of employment contract also applies to other benefits, working conditions, and privileges of employment with the Village of Weston.

The Mayor and Council may alter or eliminate any of the policies or work rules, and may add new policies or work rules, at any time at the discretion of the Mayor and Council.

NOTICE OF REVISION

This employee handbook is a revised version of any previous employee handbook issued by the Village of Weston.

This handbook supersedes and revokes all prior versions of a handbook or any memo, bulletin, policy or procedure, on any subject discussed in this handbook that has been issued prior to the date occurring below.

The effective date of this revised Employee Handbook is shown on the title page (page 1) of this handbook.

1. WORKPLACE PRACTICES

1.1. Equal Employment Opportunity

The Village of Weston provides equal employment opportunities to all employees and applicants for employment, without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, sexual orientation, or the presence of handicaps or disabilities, or any other basis protected by state or federal law.

In addition, this policy of equal opportunities applies to all terms and conditions of employment. This includes, but is not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation and training.

If you have a question about any type of discrimination at work, talk with your immediate supervisor, the Mayor, or a member of Council. You will not be punished for asking questions about this. Also, if we find out that anyone was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment.

1.2. Immigration Law Compliance

The Village of Weston is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person's citizenship or national origin.

Because we comply with the Immigration Reform and Control Act of 1986, every new employee at the Village of Weston is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

1.3. Computers and Electronic Equipment

Some employees use the Employer's computers while performing job duties. The employer expects employees to limit their computer usage to business-related activity that serves the needs of the employer.

Employees are not to receive or transmit material on the Employer's equipment in violation of any state or federal law or government regulation. Employees are not to download online documents or software without approval from the Mayor or Council. Employees are not to disguise their identity when creating or transmitting messages or material on or from the Employer's equipment.

Employees will not bring a disc, CD or similar device from outside, into the Employer's office, and employees will not remove from the Employer's office any disk, CD or similar device belonging to the

Employer. Any deviation from this policy requires prior authorization from the Mayor or Council.

Employees whose work does not require the use of a computer will not operate another employee's computer, unless authorized.

An employee's computer file and electronic and telephonic communications are not private. Employees have no right to privacy in their use of the Employer's equipment. The Employer reserves the right to randomly inspect or monitor employees' use of computer and electronic equipment when there is reason to believe the employee may not be complying with this use policy.

All Internet data that is written, sent, or received through our computer systems is part of official records. That means that we can be legally required to show that information to law enforcement or other parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical and legal.

The purpose of this policy is to protect the Employer's business data. Failure to adhere to this policy may result in discipline, up to and including termination of employment.

1.4. Recruitment / Employee Selection Process

The Village of Weston provides equal opportunity to all applicants on the basis of demonstrated ability, experience, and training. As positions become available within the Village, the acting supervisor(s) shall first examine whether or not there are any qualified candidates within the present employee pool. If it is determined that there are not existing persons to be considered for the position, it may then be advertised publicly by placing an ad in the local newspaper. Additionally, the bulletin board in the village hall will display all current openings.

Job-related duties and qualifications will provide the basis for the initial screening of applicants. All applications and resumes received for the position will be further screened by the Mayor or his designee to select those individuals to be interviewed for the position. The supervisor(s) will be responsible for verification of the information provided by the applicant. The only facts to be verified from prior employers are the dates of employment, positions held, and salary at the time of termination. The applicant should be advised that this information will be verified. Additional information will not be requested from prior employers, unless the applicant agrees in writing.

During the initial review, questions that assess the candidate's experience, skill, and training will be asked. Definite salary commitments will not be made at this stage.

Some positions will require skills for which a known level of competence must exist (for example computer skills, mathematics, etc). Under these circumstances, the supervisor(s) may request applicants to demonstrate these skills by completing an exercise involving job-related work sample. It must be evident that such an exercise measures knowledge/ability required for the particular job. The results of the exercise must prove to be a valid prediction of job performance. All interviewed applicants must be given the same exercise.

Employment shall also be made contingent upon the outcome of certain factors, such as (but not limited to) drug testing or background checks. The candidate will be provided an authorization form for a BCI/FBI background check which is paid for by the Village of Weston and conducted by the Wood County Sheriff's Office.

1.5. Probationary Period

A probationary period of 6 months is required for all new employees. No merit increases will be given during probation, but an employee may be evaluated at the end of the probationary period and considered for a merit increase at that time. Time off work during the probationary period will equally extend that period.

1.6. Employment Classifications

The Village of Weston recognizes the following classifications of employment, based on work schedule, compensation structure, and eligibility for benefits:

- Full-time: An employee hired for an indefinite period in a position for which the normal work schedule is approximately 40 hours per week and is eligible for full-time benefits.
- Part-time: An employee hired for an indefinite period in a position for which the normal work schedule is less than 40 hours per week. Part-time employees may be eligible for limited benefits as defined in Village policy.
- Salaried – Benefit Eligible: A salaried employee paid a fixed annual amount, typically on a bi-weekly basis, who may or may not work a full 40-hour week but has been designated by the Village as eligible for full-time benefits.
- Salaried – Non-Benefit Eligible: A salaried employee paid a fixed annual amount, typically on a bi-weekly basis, who is not eligible for Village benefits. These positions may not follow a regular weekly schedule but are expected to perform duties as required. Those roles are distinct from stipend-based positions, as they reflect a formal salaried compensation without hourly tracking or benefit eligibility.
- Salaried – Stipend-Based (Non-Benefit Eligible): An employee paid a fixed monthly stipend or salary, not tied to a regular weekly schedule or hourly expectation. These positions are not classified as full-time or part-time and are not eligible for benefits.
- Seasonal: An employee hired for a temporary period, typically less than six months, to meet specific

seasonal or project-based needs..

In accordance with the Fair Labor Standards Act (FLSA), employees are classified as either exempt or non-exempt for overtime purposes. Exempt employees are paid on a salaried basis and perform duties that meet the criteria for executive, administrative, or professional exemptions; these employees are not eligible for overtime pay. Non-exempt employees are paid hourly or on a salary basis and are eligible for overtime pay for hours worked over 40 in a workweek. Whether an employee is exempt or non-exempt, and whether paid hourly or salaried, shall be specified in the employee's pay ordinance.

1.7. Termination of Employees

Promises of permanent employment or guaranteed term of employment will not be made to any employee of the Village at any time, nor will any such promises or guarantees, if made, be adhered to by the Village or be enforceable by the employee.

When an employee is terminated, regardless of the circumstances, thorough and even handed procedures must be followed. All terminations are to be treated in a confidential and professional manner, and must adhere to the Village's equal opportunity statement.

Terminated employees are entitled to receive all earned pay, including earned vacation pay (if the date is past his or her anniversary date) and earned comp-time when applicable. Unused sick time will be forfeited, unless the employee has enough years under OPERS to make him or her eligible for such a payout per OPERS guidelines.

On the final day of employment, the employee's supervisor(s) must receive all keys, uniforms, and other village property from the employee. The employee's final paycheck will be processed on the next scheduled payroll date and deposited to the direct deposit account information on file. Any property not returned will be deducted from the final paycheck for the item's replacement cost.

Employment with the Village is normally terminated by one of the following actions:

- Resignation: Voluntary termination at the will of the employee.
- Dismissal: Involuntary termination as a result of substandard performance of employee misconduct.
- Layoff: Termination due to reduction of the workforce or elimination of a position.

Resignation

An employee desiring to voluntarily terminate employment should provide a written letter of resignation to his or her supervisor(s), giving as much advance notice as possible. Two weeks or 10 working days are generally considered to be sufficient.

Upon notification, the employee's supervisor(s) may require the employee to leave the employ of the Village immediately rather than having the employee continue to work during the notice period. If this occurs, the employee may receive pay "in lieu of notice" for a maximum of two weeks at their normal rate of pay.

Layoff

When a reduction in force is necessary, or if one or more positions are eliminated, employees will be identified for layoff after evaluating the following factors:

- Company work requirements
- Employee's abilities, experience, and skill
- Employee's potential for reassignment within the organization
- Length of service

The employee's supervisor(s) will attempt to notify him or her of the layoff at least two weeks prior to the layoff date. If the employee is on layoff immediately, he or she will receive pay "in lieu of notice" for a period of two weeks at their normal rate/salary. At the time of notification, the employee will be given a letter that describes the conditions of the layoff, such as the effect that it will have on his or her benefits.

Dismissal

There are two main reasons for dismissal of an employee:

- Substandard Performance: An employee may be discharged if his or her performance is found to be unacceptable. The supervisor(s) shall have counseled the employee concerning performance deficiencies, provided direction for improvement, and warned the employee of possible termination if performance did not improve within a defined period of time. The supervisor(s) is expected to be alert to any underlying reasons for performance deficiencies, such as personal problems or substance abuse. The supervisor(s) shall prepare documentation that includes the reason for separation, performance history, corrective efforts taken, alternatives explored, and any additional pertinent information.
- Employee Misconduct: An employee found to be engaged in activities such as (but not limited to) theft of company property, insubordination, conflict of interest, or any other activities showing willful disregard of company interests or policies, will be terminated as soon as the supervisor(s) and the Village council have concurred with the action. Termination resulting from misconduct shall be entered into the employee's personnel file, and the employee shall be provided with a written summary of the reason for termination. No salary continuance or severance pay will be allowed.

1.8. Retirement of Employees

All Village employees are subject to OPERS rules and regulations with regard to eligibility for retirement

benefits under that plan. The Village makes no additional requirements, nor can the rules and regulations be altered or amended by any actions of the Village. Employees that have any questions or are preparing for retirement are advised to contact 1-800-222-PERS(7377) to speak to a highly trained Member Services Representative.

Each full-time employee of the village, upon death or retirement from the service of the Village of Weston, and with ten or more years of full-time service with the Village of Weston shall be paid in cash for one-quarter of the value of the accrued but unused sick leave credit earned while employed with the Village of Weston. The payment shall be based on the employee's rate of pay at the time of retirement or death. The aggregate value of the accrued but unused sick leave credit that is paid shall not exceed the value of thirty days of accrued but unused sick leave. To qualify as retired, the employee must be eligible to start receiving retirement or disability plan payments (OPERS or other state retirement system) within 90 days of the employee's termination from employment with the Village of Weston.

2. BEHAVIOUR GUIDELINES

2.1. Business Ethics and Conduct

We expect employees to be ethical in their conduct. It affects our reputation and success. The Mayor and Council require employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

We expect all employees to conduct themselves in a manner consistent with the letter, spirit, and intent of all relevant laws, both during and outside of work. Employees must not engage in illegal, dishonest, or unethical behavior that affects their ability to perform their job, undermines public trust, or damages the reputation of the Village. Off-duty conduct that has a direct impact on employment responsibilities or the Village's integrity may result in disciplinary action.

Unlawful or improper conduct on or off Village premises during working or non-working hours which affect the employee's relationship to his/her job, fellow employees, supervisor, or the Village property, reputation, or good will in the community may lead to discipline, up to and including termination.

2.2. Conflict of Interest

It is your duty as an employee of the Village of Weston to follow the guidelines about conflicts of interest. What is a conflict of interest? An actual or potential conflict of interest is when you are in a position to influence a decision or have business dealings on behalf of the Village of Weston that might result in personal gain for you or for one of your relatives. For conflicts of interest, a relative is any person who is related to you by blood or marriage, or whose relationship with you is similar to being a relative even though they are not related by blood marriage.

We do not automatically assume that there is a conflict of interest if you have a relationship with another company. However, if you have any influence on transactions involving purchases, contracts, or leases, you must tell the Mayor or a member of Council as soon as possible. By telling us that there is the possibility of an actual or potential conflict of interest, we can set up safeguards to protect everyone involved.

The possibility for personal gain is not limited to situations where you or your relative has significant ownership in a firm with which the Village of Weston does business. Personal gains can also result from situations where you or your relative receives a kickback, bribe, substantial gift, of special consideration as a result of a transaction or business dealing involving the Village of Weston.

2.3. Employee Fraternization Policy

The Village of Weston strongly believes that an environment where employees maintain clear boundaries between personal and business interactions is the most effective for conducting business.

Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish very clear boundaries as to how relationships should progress during working hours and within the working environment. Additionally, those in supervisory or other influential roles will be subject to more stringent requirements, due to their status as role models, their access to sensitive information, and their ability to influence others.

- During working time and in working areas, employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained.
- During non-working time, such as lunches, breaks, or before/after work periods, employees are not precluded from having appropriate personal conversations in non-work areas, as long as their conversations are behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person.
- Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on company premises, whether during working hours or not.
- Employees may not use Village equipment, property, or facilities for personal or non-work-related activities. Such use is strictly prohibited.
- Employees' off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, would be romantic or sexual relationships between supervisors and subordinates.

Employees in supervisory, managerial, or executive positions may not engage in romantic or sexual relationships with any employee they directly or indirectly supervise. Employees in positions of influence who are in a consensual relationship with a co-worker outside of a supervisory relationship must disclose the relationship to their immediate supervisor and the Mayor to allow the Village to assess potential conflicts of interest. The Village will make every effort to respect employee privacy while ensuring workplace integrity and fairness.

Employees who allow personal relationships with co-workers to affect the working environment will be subject to the appropriate provisions of the company disciplinary policy, which may include counseling (for minor offenses). Failure to change behavior and maintain expected work responsibilities will be thereafter viewed as a serious disciplinary matter.

Employees should be careful not to conduct themselves in such a way that their actions and relationships with each other become the object of gossip or cause of unfavorable publicity in the community. In such a situation, employees involved should request guidance from their supervisor and the Mayor to discuss the possibility of a resolution that would avoid such problems. Depending upon the circumstances, failure to seek such guidance may be considered evidence of intent to conceal a violation of the policy and to hinder an investigation into the matter.

Where problems or potential risks are identified, the organization will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure that parties involved no longer work together on matters where one is able to influence the other or take action for the other (such as hiring, firing, promotions, performance management, compensation decisions, financial transactions, etc). A reallocation of duties may be required to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfers to other positions or departments. Refusal of reasonable alternative positions, if available will be deemed a voluntary resignation. Continued failure to work with the Village to resolve such a situation in a mutually agreeable fashion may ultimately be deemed insubordination and therefore serve as a cause for immediate termination. The Village's disciplinary policy will be consulted to ensure consistency, however, before any such extreme measures are undertaken.

The provisions of this policy apply regardless of the sexual orientation of the parties involved. Anyone who feels they have been disadvantaged as a result of this policy, or who believes this policy is not being adhered to, should make their feelings known to their supervisor or the Mayor.

3. TIME AND COMPENSATION

3.1. Pay Periods and Paydays

To provide a secure, confidential, convenient, timely, and cost effective method for transmitting payroll related payments to employees, all employees are required to have their pay issued via Direct Deposit to the bank of their choice. It is the employee's responsibility to notify the Fiscal Officer when there is any change to their bank and/or bank account(s) that affects their direct deposit by completing a Direct Deposit Authorization Form. Changes to deposit information will only be processed upon an in-person request. Should an employee fail to notify the Fiscal Officer that a bank account was closed; the Village will not issue a paper check until the funds are received from the banking institution. Direct Deposit should normally be effective on the 2nd payroll cycle following the receipt of the Direct Deposit Authorization Form, failure to turn in the form will result in a pay delay.

The following employees are paid on a bi-weekly basis:

- Village Administrator
- Cemetery Sexton
- Village Fiscal Officer/Clerk
- FT/PT/Seasonal Maintenance Workers

There are 26 bi-weekly pay periods in a year, with each beginning on a Monday and ending on a Sunday. All bi-weekly employees are required to track their time using the Uattend time tracking system. Time reports must be submitted to the Fiscal Officer by the start of the day on the Monday following the pay report period. Pay for the preceding two weeks will be issued via Direct Deposit every other Thursday.

The following employees are paid on a monthly basis:

- EMS Chief, Assistant Chief, Captain, and Clerk
- Cemetery Clerk
- Legal Counsel
- Mayor/Council
- Zoning Inspector

Monthly employees are paid once a month, twelve times per year, with payments issued via Direct Deposit on the Thursday following the last day of the month.

At the beginning of each year, the Fiscal Officer will provide a pay schedule.

3.2. Work Hours, Meal Periods and Rest Periods

Work Hours: The work day for the Village full time and part time employees is determined by the Mayor or his designee. Any shift changes/hour adjustments are subject to approval by the same. Timesheet rounding exists to account for uncertain or indefinite periods of time in the workday by rounding up or down to the nearest 15 minutes, when necessary.

Salaried (Exempt) Employees: Salaried exempt employees are expected to fulfill their duties of their

position regardless of the number of hours worked in a given week. While standard workweek is approximately 40 hours, additional hours may be necessary to meet deadlines or respond to emergencies. Exempt employees are not eligible for overtime pay; however, work schedules should remain reasonable and sustainable. If an exempt employee's workload consistently exceeds 40 hours per week, the Mayor and Village Council should be notified to evaluate staffing needs or workload distribution.

Meal Period: Employees are entitled to a half hour unpaid lunch period for an eight hour work day. If at all possible, inform the Mayor or your supervisor prior to any changes due to unforeseen circumstances such as snow removal etc.

Rest Period: Each employee is allowed one paid 15-minute rest period for every 4 hours worked. For shifts longer than 8 hours, an additional 15-minute rest period is allowed every 2 hours.

3.3. Conferences and Meetings

Village employees are encouraged to take advantage of opportunities that further their job skills or enhance job-related knowledge. When meetings, conferences, or seminars are offered by professional organizations and relate directly to the employee's position or responsibilities, the employee should evaluate the benefit of attending and discuss the opportunity with their supervisor(s). If the request is approved, registration fees and other expenses may be covered in accordance with the Village of Weston Professional Development Policy. Employees will be compensated at their normal rate of pay for time spent attending approved training during regular work hours. All training or conference participation must comply with the procedures and eligibility criteria outlined in the Professional Development Policy. This includes:

- Supervisor approval prior to attendance
- Council notification in advance
- Compliance with budget limitations and expense reimbursement procedures

For employees in positions requiring continuing education (CEUs), it is the employees responsibility to ensure they meet any annual or biannual training requirements. These trainings must also be approved by the employee's supervisor(s), and Council must be informed of attendance in accordance with the Professional Development Policy.

3.4. Regular Pay and Overtime Hours

Compensation for hourly employees will be calculated at their regular rate of pay for all standard hours worked. If an hourly or salaried non-exempt employee works more than 40 hours in a seven-day workweek, they will receive either overtime pay at one and a half times their regular hourly rate or compensatory time (comp time) at one and a half hours for each hour worked over 40, provided they have

indicated their preference on the timecard. Comp time is paid time off granted in lieu of overtime pay and must be approved in advance.

Full-time non-exempt employees may accrue up to 60 hours of comp time, which must be used by July 1 each year unless otherwise authorized. For salaried non-exempt employees, the regular hourly rate is determined by dividing the annual salary by 2,080 hours (a 40-hour workweek). Overtime pay or comp time is then calculated at one and a half times that rate for all hours worked above 40 in a workweek.

Exempt salaried employees—those who meet FLSA requirements for executive, administrative, or professional exemption—are not eligible for overtime pay or comp time.

3.5. Call-Out Compensation

All Village employees may be subject to emergency call-outs outside of their regularly scheduled work hours, as determined by their supervisor. Employees are required to provide a residence or cell phone number where they can be reached. Employees who are called out will receive a minimum of two (2) hours of compensation per call-out. If multiple call-outs occur consecutively or within 30 minutes of the end of the employee's regular workday, the time shall be considered a continuation of the workday or the original call-out and will not qualify for multiple minimums.

3.6. Performance Reviews and Merit Increases

All employees will participate in a formal performance review with their supervisor(s), the Mayor, and/or the evaluation committee at least once per year, or more frequently as warranted by job performance. Periodic check-ins or quarterly updates may also be scheduled to follow up on issues, progress, or developmental goals. Outside of scheduled reviews, employees are encouraged to ask for feedback on their performance, seek opportunities to develop new skills or certifications, and volunteer for additional responsibilities.

The Village of Weston supports fair and responsible wage adjustments based on the following factors:

- Performance-Based Adjustments: Employees demonstrating exceptional job performance, leadership, or initiative may be recommended for a wage increase.
- Skill-Based Increases: Employees who obtain job-relevant certifications may be considered for additional compensation.
- Longevity-Based Reviews: Continued service may make employees eligible for periodic wage consideration.
- Cost-of-Living Adjustments (COLA): Adjustments may be considered in response to economic conditions.

All wage adjustments are subject to budget availability and must be formally approved by Villate Council by ordinance. Recommendations may be submitted by the Mayor or supervising official. Increases shall take effect with the start of the next full pay period following approval and will not be applied retroactively. There is not guarantee of an annual raise. Merit increases are performance-based and not automatic.

3.7. Payroll Deductions

The following mandatory deductions will be made from every employee's gross wages:

- Federal Income Tax
- Medicare Tax
- OPERS Retirement or Social Security Tax
- State Income Tax
- Weston Income Tax (RITA) and Local Income Tax (when applicable)
- School District Tax (when applicable)

As stated, Federal and State withholding forms are to be turned into the Fiscal Officer at the time of hire. If an employee wishes to change his or her deductions at any time, he or she must submit a revised tax form to the Fiscal Officer at least 3-4 working days prior to the pay date.

Every employee will receive an annual Wage and Tax Statement (IRS Form W-2) for the preceding year on or before January 31/ If the employee believes that his or her deductions are incorrect for any pay period, or on the W-2, he or she should check with the Fiscal Officer immediately.

3.8. Expense Reimbursement

Use of a personal vehicle for approved Village business is completely voluntary. Employees who do so will be reimbursed at the current Internal Revenue Service rate per mile, which is intended to compensate the employee for all costs related to the operation of the vehicle (please note that the employee assumes liability for his or her personal vehicle while on Village business). Approved Village business consists of bank deposits, supply pick-ups when a Village vehicle is unavailable, or if an employee is unable to do such business during normal working hours, all other use is prohibited. Travel costs incurred between the employee's home and work locations are not reimbursable.

All reimbursable expenses must be pre-approved by a supervisor and supported by an authorized purchase order. The Village cannot guarantee reimbursement for any costs incurred without prior approval and encumbered funds. This includes, but not limited to, meals, conferences registrations, lodging, or mileage. The Village may deny reimbursement for any expenses that do not follow this procedure, regardless of intent or outcome. Additionally, employees may be reimbursed for other reasonable costs incurred on

behalf of the Village or while conducting Village business, such as tolls, parking fees, supplies, or meals, provided they have prior approval from their supervisor(s). To obtain reimbursement, employees must submit a signed mileage and/or expense report to the Fiscal Officer within 72 hours of incurring the expense. For mileage reimbursement, the report must specify the purpose or destination, date, total miles driven, and the current mileage rate. For other expenses, valid receipts must be attached. Sales tax is not reimbursable. Reimbursements will be processed upon approval by Village Council on the payment register.

All expenses related to conferences, training, education, or representation of the Village at professional events – whether by staff or elected officials – must comply with the Village of Weston Professional Development Policy, which outlines required approvals, reimbursement limits, and documentation procedures. Council members and other elected officials must receive approval in a public meeting prior to registration or attendance at any external meeting, training, or ceremonial event. The Fiscal Officer must verify budget availability and issue a purchase order in advance. Reimbursement requests submitted without this prior approval will not be considered.

4. EMPLOYEE BENEFITS

4.1. OPERS Retirement Plan

All Village employees will pay into OPERS (Ohio Public Employees Retirement System) instead of Social Security. A newly elected official that has never been in OPERS as an elected official before (for any OPERS entity) is eligible to opt out of OPERS and contribute to social security. Non-earnable salary compensation, which is the employees only salary would pay into social security as it is not eligible for OPERS contributions (example of this would be EMS honoraria). The OPERS Board sets the employer and employee contribution rates as permitted by statute. If you have questions regarding OPERS please contact a highly trained Member Services Representative at 1-800-222-PERS(7377).

4.2. Health Insurance

The Village of Weston recognizes the needs of its employees for financial protection in the event of illness or injuries that result in medical expenses. Full time and Salaried Benefit-Eligible, shall be entitled to health insurance coverage, for the employee and the employee's immediate family. New employees will have a waiting period of 30 days, and new eligible employees will become effective on the day following completion of their waiting period. The insurance plan is chosen exclusively by the Village Council and the premium is paid in full by the Village, and may be modified or terminated by Village Council.

4.3. Vacation Leave

New employees who are Full-Time and Salaried Benefit-Eligible become eligible to take vacation after they have worked twelve consecutive months. They are then entitled to paid vacation on or after their

anniversary date. Thereafter, vacation shall be accumulated/replenished on each anniversary date. The schedule is as follows:

Completion of Year 1	5 Days (40 hours)
3-8 Years	10 Days (80 hours)
9-17 Years	15 Days (120 hours)
18+ Years	20 Days (160 hours)

To be eligible to take vacation, the employee must be in active pay status. Vacation days must be taken in full (8 hours) or half-day (4 hours) allotments. Employees are responsible for planning ahead for vacation and working out a complete schedule with their supervisor(s). Although every effort will be made to accommodate employee requests, the Village does not guarantee that specific days requested will be approved.

Vacation is not vested; therefore, any unused hours not taken during the year are forfeited.

4.4. Taking Time Off / Returning to Work

4.4.1. Personal Days

Full time and Salaried Benefit-Eligible employees have two personal days per year (16 hours) available which can be used in two hour increments. Personal days are not vested and therefore any unused hours not taken during the calendar year are forfeit.

4.4.2. Sick Leave

Each full time employee shall be entitled to 4.6 hours of sick leave for each 80 hours worked. No sick time is accumulated for overtime hours. Employees may use sick leave, in increments of one-quarter hour, upon approval of the employee's immediate supervisor, for absence due to personal illness, pregnancy, injury, exposure to contagious disease that could be communicated to other employees, doctors appoints, and illness, injury or death in the employee's immediate family. Parents and grandparents are allowed up to four days of immediate sick time to take off upon the birth or adoption of a child or grandchild, as the case may be, up to their available sick time balance. Unused sick leave shall be cumulative to a limit of 2,400 hours. When sick leave is used, it shall be deducted from the employee's credit on a basis of one hour every hour absent from previously scheduled work. If medical attention is required, a certificate stating the nature of the illness or condition from a physician shall be required, prior to returning to work, to justify the use of the sick leave. Falsification of either a written statement or a physician's certificate, or excessive misuse of sick leave shall be grounds for disciplinary action, including dismissal.

Salaried Employees: Full-time salaried employees designated as benefit-eligible shall accrue 4.6

hours of sick leave per pay period, regardless of minor variations in actual hours worked, provided they are in a pay status for the full pay period. Sick leave will only be prorated in the event of unpaid leave, in which case the prorated accrual will follow the formula: $(\text{Hours in Paid Status} / 80) \times 4.6 = \text{Sick Leave Accrued}$. Paid leave taken during the pay period counts as time worked for accrual purposes.

The previously accumulated sick leave of the employee, who has been separated from the public service, shall be placed to his credit upon re-employment in the service of the Village of Weston, provided that such re-employment in the service of the Village of Weston, provided that such re-employment takes place within ten years of the date on which the employee was last terminated from public service. An employee who transfers to the Village of Weston from another public agency shall be credited with the unused balance of the accumulated sick leave, up to the maximum of the sick leave accumulation permitted by the Village of Weston.

Nothing in this section shall be construed as to require the Village of Weston to approve the use of sick leave by an employee when the village is reasonably certain that the employee was not ill or was not absent for other reasons permitted by this section. Examples of when the village may not approve a sick leave request include, but are not limited to, concerted use of sick leave by an employee singly or in concert with others as means of withholding services; a chronic abuse of sick leave in an established pattern; or other situations where past history and facts do not substantiate the legitimate use of sick leave. The village may investigate all sick leave usage and may withhold full payment of sick leave until the investigation is completed.

Should the village determine that an employee has not used sick leave properly, payment may be denied and discipline imposed. Employees who do not report for work due to sickness, and who have exhausted their sick leave, are subject to disciplinary action for being absent without approved leave. The village is authorized to approve leave without pay to employees in the situation where it is determined that such action is in the best interest of the village.

Employees seeking to use sick leave shall notify their immediate supervisor, or in the absence of an immediate supervisor, the Mayor, prior to their regular starting time whenever possible. Failure to notify a supervisor may result in the employee being counted as absent without excuse, and no sick leave benefit will be paid for such time and the employee will be subject to disciplinary action, including termination.

Sick leave shall not be authorized for part-time employees.

4.5. Leave of Absence

A leave of absence is a period of time off in a non-pay status. Upon receipt of a formal written request, the employee's supervisor(s) will make the decision to either approve or deny the leave of absence, based on the following:

- The reason for the request
- The impact that the absence will have on the Village
- The employee's length of service and previous attendance record

The types of leaves granted are personal, medical, military, and public service:

Personal: Personal unpaid leave time can be granted to employees when a special need/situation arises that calls for an extended period of absence (for a maximum of 90 days). Each case must be evaluated individually, based upon the surrounding circumstances granted only after the employee's vacation time has been exhausted (when applicable).

Medical: According to the Family Medical Leave Act of 1993, employees are eligible for a medical leave of absence for a period of up to 12 weeks in the following situations: To care for a new child, whether for the birth of a son or daughter, or for the adoption or placement of a child in foster care; to care for a seriously ill family member (spouse, child, or parent); or to recover from a worker's own serious illness. Medical leave is only available to those who have been with the Village for a minimum of 1250 hours and will begin only after his/her sick leave and vacation time have been exhausted (when applicable).

Military: To protect the employment rights of employees entering the armed forces of the United States (and to ensure conformance with applicable federal laws), a leave of absence must be granted to all regular employees who enter active military service as a result of the following: Initial enlistment in the armed services of the United States; initial training period in the National Guard; being ordered to active military service as a member of the reserves or National Guard for an indefinite period or for a training period of up to 10 working days; or any other service requirements under the Selective Service Act.

Public Service: Leaves of absence for public service may be granted to employees to permit participation in special community projects. Employees must have a minimum of 3 years of active service with the Village for such leave to be considered.

When on any type of leave, the employee assumes responsibility for keeping his/her supervisor(s) periodically advised of the need for continued time off. He or she should contact his/her supervisor(s) at least two weeks prior to expiration of the leave to discuss returning to work. Employees should be aware that they are not eligible for paid holiday leave while on a leave of absence. Further, they will not accrue

sick time during the absence period.

Following leave of absence, the Village will make every reasonable effort, consistent with personnel and staffing needs, to reinstate an employee to the same position he or she previously occupied, or to a similar position. However, the Village cannot guarantee that the employee will be reinstated to the same or a similar position. If the same or similar position is not available, the Village reserves the right to offer the employee a lower-level position at the appropriate salary for such a position. If this is not acceptable to the employee, the employee will be terminated. Exceptions to this rule are employees who are granted FMLA or military leave of absence. They are entitled to full reemployment rights subject to the governing federal and state laws.

Employees who do not return to work after their leave of absence will be terminated, unless their delayed return is approved by the Mayor or Council. Their termination will be effective on the last day they actually worked or on the last day they received paid leave, whichever is later.

4.6. Holidays

All full-time and salaried employees who are benefit-eligible, as defined in Section 1.6, are entitled to the following paid holidays:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Juneteenth	Independence Day
Labor Day	Columbus Day	Veterans Day
Thanksgiving Day	Christmas Eve	Christmas Day

If any holiday falls on a Saturday, the day of observance shall be on the Friday before. When a holiday falls on a Sunday, the day of observance shall be the following Monday. The Fiscal Officer will create and distribute a holiday schedule at the beginning of each calendar year after it has been approved by the Mayor.

Holiday pay will be based on the average hours worked per day up to a maximum of eight hours.

Salaried (Exempt) Employees: If a benefit-eligible salaried employee is required to work on a designated holiday, they may take an alternate day off within the same pay period, subject to supervisor approval and provided it does not interfere with Village operations. Alternate days off must be used within the same pay period unless otherwise approved by the Mayor.

Part-Time, Temporary and Seasonal employees are not entitled to paid holidays. These employees may

take holidays off but will not receive pay in their absence.

4.7. Bereavement

The Village understands the deep impact that can be caused by the death of a family member or friend. Therefore, employees may request time off to attend funerals and/or help with funeral arrangements.

Depending upon the employee's relationship to the deceased, full time and salaried benefit-eligible employees may be granted up to 3 days of leave. For hourly employees, this leave is paid at their straight-time hourly rate. Paid leave is reserved for the death of immediate family members, including a spouse, domestic partner, parent, child/step child, parent-in-law, brother, sister, grandparent or grandchild. If additional time off is needed (in excess of 3 days), the employee may take off without pay, pending the approval of his or her supervisor(s).

Leave for attendance at the funeral of a friend or non-immediate family may also be taken. This time must be approved by your supervisor prior to the leave and will be unpaid.

4.8. Jury Duty / Court

The Village of Weston will grant employees time off for mandatory jury duty or required court appearances as a witness. A copy of the court order or subpoena must be supplied to the employee's supervisor(s) when requesting this time off.

On these days, the employee is entitled to full pay at their regular straight time rate, up to a maximum of 10 days per year. However, there will be an adjustment to the employee's paycheck for the receipt of any jury duty and/or appearance pay.

Time off for court appearances as a party to any civil or criminal litigation shall not be compensated by the Village. The employee must use accrued vacation leave or arrange for time off without pay for such appearances.

4.9. Child Care

We understand the difficulties that parents encounter when a child care issue arises; such as school or daycare closures and school or daycare illness policies. The Village agrees to provide each employee options to assist parents in such circumstances as follows:

Flextime Scheduling: Employees must communicate with their supervisor for the opportunity to vary their work schedules or tele-work (within employer-defined limits) to better accommodate childcare responsibilities.

Flexible Leave: The employer recognizes that the fulfillment of child care responsibilities can provide a compelling reason for time-off requests. Where feasible, employees' needs will be accommodated.

The aforementioned options shall not be available in the event flexible scheduling or leave will adversely affect the operations of the Village or service to our customers.

5. USE OF VILLAGE PROPERTY

5.1. Village Computer Equipment

The Village personnel may use Village-issued computers, tablets, cellular phones, and other similar technology for Village-related business purposes in accordance with the Policy on Use of Village Computer Equipment. Village personnel must, as a condition of accepting the equipment, take responsibility for protecting the equipment. All equipment must be returned upon termination of employment.

Village Personnel do not have any right to, or expectation of, privacy while using the equipment for, including, but not limited to, internet, email, text messaging, voice calls, video streaming services, or social media services. While using the equipment, use of such equipment may be monitored, recorded, or reviewed by the Village or its agents. Use of the equipment may generate public records required to be maintained and made available to the public, consistent with Ohio and federal law.

5.2. Village Credit Cards

The Village has credit cards for Home Depot, Marathon Universal Fleet, and PNC Bank. Only the Village Administrator, Fiscal Officer/Clerk, Mayor, Cemetery Sexton, currently-serving council members, EMS Officers & Clerk, and Cemetery and Parks & Rec board appointed officers then-servicing with the consent of not less than the Fiscal Officer and Mayor or Council President, are permitted to use Village Credit Card. The Village also has established credit accounts with several merchants in the City of Bowling Green and the surrounding area. Only Village employees are authorized to purchase merchandise on credit. All receipts must be kept and turned into the Fiscal Officer within 72 hours after the purchase is made. All expenditures shall be in accordance with the Village Credit Card Policy and Purchase Order Policy.

In addition to physical credit accounts, the Village utilizes various online vendor accounts managed by the Fiscal Officer to streamline purchasing and reduce unnecessary duplication. Before creating a new online account for a purchase, employees must first confirm whether and active Village account with that vendor already exists. New online accounts shall not be established for one-time or infrequent purchases unless: The item is at least 25% less expensive than other available options; or no other vendor account offers the

same product or service; and the Fiscal Officer approves the account creation in advance. The Fiscal Officer may request assistance with managing or using online accounts as needed to ensure purchasing efficiency and account security.

5.3. Motor Vehicles and Equipment

To avoid unnecessary exposure to liability, and to ensure the safety of those operating Village motor vehicles and equipment, the following guidelines must be adhered to when doing so:

- All Employees operating a Village vehicle must have a valid U.S. driver's license appropriate for the class of vehicle being operated. The license must remain in good standing (not suspended, expired, or revoked). Employees who establish Ohio residency are required by law to obtain an Ohio driver's license within 30 days. Employees must notify their supervisor and the Fiscal Officer immediately of any changes in their license status.
- No employee may have passengers in a vehicle, unless such passengers are being transported for reasons directly related to official Village business.
- Employees must wear safety belts while the vehicle is in motion, whether they are a passenger or a driver.
- A copy of the insurance card must be kept in the vehicle at all times.
- No employee may use Village vehicles or equipment for personal purposes.
- Employees operating or riding in a Village vehicle, or using their personal vehicle for Village business, must comply with the Village's Substance Abuse and Smoking policies as outlined in Section 6.4. No employee may use, possess, or be under the influence of alcohol, illegal drugs, or tobacco/nicotine products while in a vehicle conducting Village business. Employees may not operate a vehicle on Village business while impaired by any substance, including prescription or over-the-counter medication (including medical marijuana), that affects safe operation. Employees are responsible for notifying their supervisor if they are using any such medication before performing safety-sensitive duties.
- Employees must operate vehicles in a lawful manner.

Failure to comply with the above guidelines may result in disciplinary action up to and including termination of employee. Employees should also be aware that they may be required to sign a release permitting the Village to obtain a driving and criminal record check at any time throughout their employment.

5.4. Uniforms

In any event, no employee shall wear clothing that creates a safety hazard; nor while on duty shall any employee of the Village wear any type of clothing that is inappropriate or may be offensive to the general public.

6. DISCIPLINE POLICIES

6.1. Major and Minor Violations of Policy

Employees of the Village of Weston are seen as representatives of our town as a whole, and therefore must be held to a high standard of personal conduct. Every employee is encouraged to treat all persons and property in a respectful manner, make the best use of Village time and resources, and closely follow the rules specified in this handbook.

In the event that an employee violates Village policy, he or she will be subject to corrective counseling or other disciplinary action. The way an offense is handled will depend on whether or not it was a major or minor violation of policy, through specific circumstances surrounding each situation will be considered. Minor and Major Violations are defined/classified as follows:

Minor Violations of policy are less serious offenses that affect the continuity or efficiency of an employee's work. They typically lead to corrective counseling; however, further action may be taken in the event that incidents are recurring or occur in rapid succession. Some examples of minor violations are as follows:

- Excessive tardiness;
- Excessive absenteeism;
- Failure to notify a supervisor of an intended absence before the start of a scheduled work shift;
- Unsatisfactory job performance;
- Interfering with another employee's job performance;
- Unauthorized/personal use of the Village phones, vehicles, or equipment;
- Unauthorized performance of personal tasks on the Village time.

Major Violations of policy are more serious offenses that typically involve the deliberate/willful choice to break Village rules or ignore Village policy. Depending on the severity of the situation, an employee may be put on probation, suspended, or even terminated. The following are some examples of major violations:

- Fighting on Village premises;
- Bringing firearms or weapons onto Village property;
- Any act which might endanger the safety or lives of others;
- Acts of disrespect, contempt, or insubordination towards the Mayor, Village Council, or any supervisory personnel;
- Leaving the Village during work hours for personal reasons (without the knowledge/permission of a supervisor);
- Stealing, destroying, abusing, or damaging Village property, or the property of another employee or visitor;
- Disclosure of confidential information to unauthorized persons;

- Willfully falsifying any Village records or employee timesheets;
- Repeated occurrences of related or unrelated minor violations;
- Failing to report to work for three consecutive days without excuse or supervisory approval;
- Violations of the “Sexual Harassment” policy;
- Use of alcohol, narcotics, or other controlled substances while on duty (in violations of the “Substance Abuse” policy).

For incidents that are not listed above as examples, the supervisor(s) will be responsible for classifying the specific offense as either minor or major violation. From there, corrective counseling/disciplinary action can be taken.

6.2. Disciplinary Action / Corrective Counseling

When an employee is in violation of Village rules or policy, certain steps need to be taken to correct the situation. It is important to remember that the goal at hand is not simply to punish the employee, but rather to modify their unacceptable behavior and to improve his or her performance.

The Village has established 5 progressive steps of action that shall be applied based on the severity of the employee violation. Typically a minor violation of policy will start at a lower level and will only progress to the next level if the situation is not corrected. More serious violations will start at a higher level and then escalate if necessary. However, the supervisor(s) can skip a step at any time, with the Mayor’s permission, if the offense warrants such.

It is extremely important that all disciplinary measures taken be adequately and appropriately supported by written documentation. This will protect both the rights of the Village and the rights of the employee.

The progressive disciplinary steps are as follows:

Verbal Warning: In many cases, an issue can be resolved through open communication between the employee and his or her supervisor(s). Sometimes an employee’s behavior can result from a simple misunderstanding, and therefore the supervisor(s) should make a valid attempt to discuss and comprehend the employee’s side of the story. They should then go over the employee’s job requirements/expectations to ensure that he or she has a clear understanding of the violation, as well as what needs to be done to correct it.

Written Warning: A written warning may be issued in the event that a verbal warning was rendered ineffective or was not found suitable for the offense. The written warning, given by the employee’s supervisor(s), should clearly define the problem and how it may be corrected, emphasize the seriousness of the problem, and indicate that further disciplinary action may result if improvement is not observed.

Written warnings become part of the employee's personnel file, although the employee's supervisor(s) may direct that the written warning be removed after a period of time, under the appropriate circumstances.

Probation: Probation is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within a certain period of time. The length of the probationary period should be at least two (2) weeks, but should not exceed sixty (60) days; the amount of time will be based on the severity of the offense, and is determined by the employee's supervisor(s), with the approval of the Mayor.

The supervisor(s) shall prepare a written probationary notice/letter to the employee, which should clearly state the following:

- The specific unsatisfactory situation
- The length of the probationary period
- A review of any oral or written warnings
- The specific behavior modification/suggestions for improvement
- That further action, including termination, may result if defined improvement or behavior modification does not result during probation.

The employee's supervisor(s) should personally meet with the employee to discuss the probationary letter and to answer any questions. The employee should acknowledge receipt by signing the letter; however, if they refuse to do so, the supervisor(s) is to sign and date it, attesting that it was indeed delivered to the employee. The probationary letter then becomes part of the employee's personnel file, although the employee's supervisor(s) may direct that the written warning be removed after a period of time, under the appropriate circumstances.

At the completion of the probationary period, the employee, his or her supervisor(s), and the Mayor will meet to determine whether or not the employee has achieved the required level of performance during the probationary period. If so, the employee shall be removed from probation. If not, the probationary period shall be extended or further action taken. The employee is to be advised in writing of the decision.

Suspension: A two or three-day suspension, with or without pay at supervisor discretion, may be justified when circumstances reasonably require the investigation of a serious incident in which the employee was allegedly involved, or when employee safety, welfare, or morale may be adversely affected if a suspension is not imposed. Suspension may also be imposed, without pay, for any major violation of Village policy.

When implementing a suspension, a written report should set forth the following:

- Circumstances justifying the suspension

- The length of suspension
- Whether the suspension will be with or without pay
- The next steps that will be taken, if any.

Involuntary Termination: If a major offense warrants immediate drastic action, or if the employee has failed to rehabilitate their performance or behavior through one of the previous steps, the employee will be subject to involuntary termination. For most positions, the employee's supervisor(s) may issue the notice of termination, with the approval of the Mayor; however, in some cases, the Village council will need to approve such a termination, in the form of a majority vote, before the notice is issued. From that point, Village termination policies will be followed.

6.3. Sexual Harassment

Sexual harassment is any behavior that includes unwelcome sexual advances and other verbal/physical conduct of sexual nature, when one or more of the following apply:

- The conduct creates an intimidating, offensive, or hostile work environment.
- The conduct interferes with the individual's job performance.
- Submission to (or rejection of) such conduct is used as the basis for promotions or any other employment decisions.

If such conduct is experienced or observed, it should be reported immediately. The employee's supervisor(s) will conduct an investigation, and the findings will be reported to the Mayor or an appointed representative. The privacy of the employee under investigation shall be respected at all times.

Any intentional sexual harassment is considered to be a major violation of Village policy. Therefore, the offending employee will be subject to disciplinary action, up to and including discharge.

6.4. Smoking and Substance Abuse

Smoking & Tobacco Use

To protect and enhance air quality and contribute to the health and well-being of all employees and the public, smoking and the use of any tobacco or nicotine products (includes smokeless tobacco and vaping devices) are prohibited inside all Village buildings, vehicles, and on all Village-owned property, including parks, in accordance with Village Ordinance 2018-15. Employees may use their rest or break periods to use such products only off Village property, and only in a manner that does not interfere with the public or Village operations. Employees are not entitled to additional break time for smoking or tobacco use beyond those provided in Section 3.2. Employees who violate this policy may be subject to disciplinary action.

Substance Abuse

Substance abuse involves the consumption of drugs and/or alcohol to the point that a person's normal physical or mental capabilities are noticeably impaired. The Village has a vital interest in maintaining a safe and efficient workplace for its employees, and therefore takes a firm stand against any type of employee substance abuse.

Employees may not begin work while impaired or consume or possess drugs or alcohol during working hours, on Village property, in Village vehicles, or while conducting Village business off-site. These prohibitions include being under the influence while driving or riding in a Village vehicle or personal vehicle used for Village business. Prescription medications that impair performance must be disclosed to a supervisor (without sharing private health information) before any safety-sensitive duty.

The Village of Weston reserves the right to carry out random drug testing at any time. Any employee violating this policy will be subject to severe disciplinary action.

While the Village of Weston will attempt to assist an employee who requests help with substance abuse, the employee must ask for help voluntarily. Successful participation in a recovery or rehabilitation program may be a mitigating factor in disciplinary decisions, depending on the nature of the offense and the surrounding circumstances.

7. EMPLOYEE RIGHTS

7.1. Privacy Rights

The Village of Weston recognizes all employees' right to privacy. In attempting to provide this privacy, the Village will follow these basic principles:

- The confidentiality of all personal information within the Village records will be protected in a manner consistent with the Ohio Public Records law.
- The Village will refuse to release personal information to outside sources without the employee's written approval, unless legally required to do so (by a government agency or pursuant to a court order/subpoena).
- The collection of employee information will be limited to that needed by the Village for business and legal purposes only.
- Employees are permitted to access their personnel files by providing a 48 hour notice to the Fiscal Officer. The Fiscal Officer will oversee access. Employees have a right to request correction of factual errors and may submit written comments to be included in their file if they disagree with any material contained in the record.

7.2. Political Activities

Political activities are defined as efforts in support of, or opposition to, any political party or candidate, which seek to influence the election of candidates to federal, state, or local offices. The Village of Weston

accepts the basic democratic principle that all employees are free to make their own individual decisions in civic and political matters, and therefore no employee's status will be affected by his or her participation in such activities. Further, no employee will be compelled, coerced, or otherwise constrained to support any candidate for political office, ballot issue, or levy.

Participation in civic and political activities is considered to be a personal matter and, as such, participation shall only take place outside of normal working hours. No political activities or solicitations are to be carried out while an employee is on duty, whether on or off Village property.

7.3. Grievance Procedure

If an employee feels that he or she is being treated unfairly by any individual or group within the workplace, it is encouraged that they openly discuss the issue(s) with their supervisor(s). However, if the concern is actually related to the employee's supervisor(s) themselves, and he or she does not feel comfortable directly addressing the matter with them, then the situation is to be discussed with the Mayor. Regardless to whom the complaint is reported to, it is to be taken very seriously, and a valid attempt must be made to resolve the problem.

If the employee does not feel that the situation has been resolved within 10 working days of the verbal discussion, he or she may file a written grievance. The grievance letter shall include the following information:

- The employee's name and job title.
- The date of submission.
- The complete details of grievance:
 - A specified explanation/description of the complaint.
 - Dates, places, and individual(s) involved.
 - References to any violations of policy, safety rules, or laws.
- The remedy requested to right the situation.
- The employee's signature.

After the letter is received by the supervisor(s) or Mayor, a written response will be provided to the employee within 10 working days. The response should state and explain the steps that they plan to take in order to resolve the grievance. If the employee is not satisfied with the response, he or she may apply in writing, within 10 working days, for a hearing before council. After hearing the employee's grievance and the supervisory response, a decision will be made within another 10 working days and presented to the employee in writing. This document is then to be signed by the employee, his or her supervisor(s), and the Mayor, and then kept in their personnel file. Employees should be aware that, absent items subject to redaction, grievance records are public records under Ohio law. It will be the responsibility of the

supervisor(s) and the Mayor to see that the decision is carried out.

8. EMPLOYEE ACKNOWLEDGEMENT

8.1. Employee Handbook – Employee Copy

I have received a copy of the Village of Weston employee handbook. I have read the Disclaimer of At-Will Employment and the Notice of Revisions, and the sections on Workplace Practices, Behavior Guidelines, Time and Compensation, Employee Benefits, Use of Village Property, Discipline Policies and Employee Rights. I understand the policies contained in it, and I have had an opportunity to ask questions about and discuss the policies with my Supervisor or another representative of the Employer. I fully understand the policies governing my employment with the Village of Weston and I agree that I will conform to these policies.

I understand this Employee Handbook is not a contract of employment, expressed or implied, between the Village of Weston and me and that I should not view it as a contract of employment.

I understand that this Employee Handbook is a revised version of the Employee Handbook. I understand that it takes precedence over, supersedes and revokes all previous versions of a Handbook or any memo, bulletin, policy or procedure issued prior to the date occurring below, by the Village of Weston on any subject discussed in the Handbook. I also understand and agree the Village of Weston reserves the right to change or alter the policies at any time.

I understand and agree that my employment is for no definite period and may, regardless of the time and manner of payment of my wages or salary, be terminated at any time by the Village of Weston with or without cause, and without any previous notice.

I understand that no representative of the Village of Weston has authority to enter into an agreement with me for employment for any specified period of time or to make any agreement contrary to the foregoing.

I understand that all Federal and State Laws take precedence over any material contained in this handbook.

The effective date of this revised Employee Handbook is shown on the title page (page 1) of this Handbook.

Date: _____ Employee Signature: _____

8.2. Employee Handbook – Employer Copy

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