

# **VILLAGE OF WESTON**

## **Employee Handbook**

**and**

## **Personnel Policy Manual**

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## INTRODUCTION

Welcome to the Village of Weston!

The Village of Weston is committed to serving our residents in a safe, timely, and productive manner. In order to achieve this goal, we all need to work together as a team.

We believe an interesting and challenging experience awaits you as a new team member in Weston. To help make your transition here go smoothly, we have developed this Employee Handbook of policies. It will help answer questions you may have regarding the Village of Weston operations and benefits.

Everyone benefits when these policies are followed. These policies are not intended to infringe arbitrarily on anyone's freedom. Rather, these policies are intended to insure the best and safest working conditions for everyone.

All of these policies are intended to help accomplish the following objectives:

- a) To protect you and your fellow employees from physical dangers.
- b) To protect against damage to or loss of Village property.
- c) To promote a congenial working atmosphere and productive work habits.
- d) To protect the Village from financial loss.
- e) To protect the interests of village residents and insure to them a continuation of the high quality and reliable service we have promised them.
- f) To preserve the Mayor and Councils position as a responsible part of our community.

Read through these policies carefully and thoroughly. Retain them for future reference. The policies contained in the Handbook are subject to change at the sole discretion of the Mayor and Council. From time-to-time you may receive updated information concerning policy changes. If you have any questions regarding these changes please see the Mayor.

We are pleased to have you with us and wish you the best success.

Regards,

Jeremy Schroeder  
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 employee's employment at any time, with or without cause.

Further, no representative of the Village of Weston has the authority to enter into an agreement of employment for any specified period of time 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 in the bottom left hand corner of this page.

## 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 no 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 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 interview, 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 a 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

There are four main classifications of employees at The Village of Weston: full-time, part-time, salary, and seasonal. These are defined as follows:

- Full-time - An employee hired for an indefinite period in a position for which the normal work schedule is forty hours per week.
- Part-time - An employee hired for an indefinite period in a position for which the normal work schedule is less than forty hours per week.
- Salary – A salaried employee is paid a fixed or set amount of money each year, regardless of how many hours they work in a week.
- Seasonal - An employee hired (as needed) only for a specific duration, typically less than six months.

Provisions in the Fair Labor Standards Act divide all employees into either “exempt” or “non-exempt” categories, with respect to eligibility for overtime payment. Exempt employees are those who are salaried AND whose work is administrative in nature. All other employees are considered non-exempt, and are able to earn overtime pay. Whether or not an employee is determined to be salaried or hourly shall be specified in his or her pay ordinance.

#### 1.7. Termination of Employees

Promises of permanent employment or a 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 may pick up his or her final payroll check from the Village Fiscal Officer on the next scheduled payroll date, or the employee may elect to have the check mailed to the address in his or her 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 or 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. BEHAVIOR 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 business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything that is illegal, dishonest, or unethical.

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 a 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 or 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 a 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, or special consideration as a result of a transaction or business dealing involving the Village of Weston.

### **2.3 Employee Fraternalization 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 and 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.
- No employee may use company equipment/facilities for furtherance of non-work related activities or relationships without advance permission from the Mayor.
- 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.

Supervisors, managers, executives, or anyone else in an influential position that receives compensation from the Village must disclose the existence of any relationship with another co-worker that has progressed beyond platonic friendship. Disclosure is to be made to the immediate supervisor and to the Mayor. This disclosure will enable the Village to determine whether any conflict of interest exists because of the relative positions of the individuals involved. The Village assures employee privacy to the best of its ability.

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 the 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. 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. The Village is not liable for any non-returned funds that were held by 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:

- FT/PT Maintenance Employee(s)/Administrator
- Village Fiscal Officer/Clerk
- Cemetery Sexton
- PT Seasonal Cemetery Maintenance

There are 26 bi-weekly pay periods in a year, with each beginning on a Monday and ending on a Sunday. Time reports for hourly employees are to 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, Asst Chief, Captain and Clerk
- Cemetery Clerk/Cemetery Board
- Mayor/Council
- Zoning Inspector
- Legal Counsel

Monthly employees are paid twelve times per year on the last day of the month, with the exception of Mayor/Council. Mayor/Council Direct Deposit will be issued on the date in which the second council meeting of the month falls. In the event that the last day of the month falls on a weekend, Direct Deposit will be issued on the last weekday of the month.

The following employees are paid on a quarterly basis:

- EMS volunteer honoraria

Quarterly employees are paid four times per year at the end of each calendar quarter. In March, June, September, and December Direct Deposit will be issued on the last day of the month, unless the last day falls on a weekend, which will then be issued the last weekday of the month.

### 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.

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 will further their job skills and/or provide them with additional working knowledge. Therefore, when meetings, conferences, or seminars on topics directly related to the employee's position/responsibilities are offered by professional organizations, the employee should evaluate whether or not it would be beneficial for him or her to attend said training and then discuss this with his or her supervisor(s). If the request is approved, registration fees will be paid by the Village and the employee will be compensated (at their normal rate of pay) for his or her time spent at the training. Additionally, council must be notified in advance of the employee's participation.

For those positions that require annual/bi-annual training hours, the employee is responsible for keeping track of their CEU's in order to meet said requirements. Such trainings **must** be approved by the employee's supervisor(s), **and** council must be informed of his or her attendance.

### 3.4. Regular Pay and Overtime Hours

Compensation for all hourly employees shall be computed at their normal rate of pay for all regular hours worked. In the event that an hourly employee should work more than 40 hours during a 7-day work week, he or she shall be paid overtime rate (which is equal to one and a half times their normal rate of pay) or compensatory time (employee must specify on time card overtime or comp time) for all hours in excess of 40. Compensatory time, referred to as comp time, is paid time off given to an employee instead of overtime pay (paid at one and a half times in time). Accrual of comp time by Full Time employees with prior approval is capped at 60 hours and to be used by July 1<sup>st</sup>.

Salaried employees are not eligible to receive overtime compensation.

### 3.5. On Call and Call-Out Compensation

CALL OUT: All Village employees shall be considered available for service after regular scheduled hours for emergency calls, and are subject to "call out" by their supervisor(s). Employees are only required to provide a residence phone number and are not required to notify the Village of their whereabouts.

ON CALL: In specific situations, the employee’s supervisor(s) may request that an employee be “On Call” for a specified period of time. An “On Call” employee shall provide his or her supervisor(s) with a number (home/cell) at which they can be reached after leaving work. “On Call” status is strictly voluntary and the employee will be compensated in accordance with the “Call Out” policy.

Called out employees will receive a minimum of 2 hours for each call out, except when consecutive call outs occur or when call out occurs less than 30 minutes after the end of the scheduled workday. In that event, it shall be considered an extension of the workday or the original call out.

### 3.6. Performance Reviews and Merit Increases

All employees will participate in a performance review with their supervisor(s), the Mayor, and/or the evaluation committee at least once annually (or as often as warranted by the job situation and the employee’s performance). Quarterly updates may also be scheduled in order to check in with the employee on issues discussed in the initial performance review, and/or to go over any improvements made.

Outside of the performance review process, the employee is also encouraged to do the following:

- Inquire about his or her performance from time to time
- Accept additional responsibilities and show initiative
- Ask for assistance in developing skills and improving performance

It is the Village’s policy to reward employees with merit increases for extra effort and dedication to their work. Merit increases are not guaranteed at the time of an employee’s performance review. However, it is at the discretion of the supervisor(s) as to whether or not a merit increase will be recommended to council. Any increase must be approved by Village ordinance. It is recommended that any merit increases have an effective date that follows the pay period schedule.

### 3.7. Payroll Deductions

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

- Federal income tax
- OPERS Retirement or Social Security tax
- Medicare 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.

Additionally, if the employee incurs any other costs on behalf of the Village or while on Village business (example- tolls, parking fees, supplies, meals, etc), the employee may receive reimbursement for these costs, with the approval of his or her supervisor(s).

To obtain reimbursement, an employee must submit a signed mileage/expense report to the Fiscal Officer no later than 30 days after the costs were incurred. For all mileage, the purpose/destination, date, total miles, and the current mileage rate must be specified on the form. For any expenses incurred, a valid receipt must be attached. Sales tax is not reimbursable. The monies will be available to the employee once approved by council on the payment register.

## **4. EMPLOYEE BENEFITS**

### **4.1. OPERS Retirement Plan**

All Village employees will pay into OPERS (the 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 illnesses or injuries that result in medical expenses. Full time and Full time salary employees, 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 (full-time only) 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**
- **3 – 8 Years**                                **10 days**

- 9 – 17 Years                      15 days
- 18+ Years                              20 days

To be eligible to take vacation, the employee must be in active pay status. Vacation days must be taken in full or half-day allotments, not in hours. 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 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.

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 used 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 a 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 employees of the Village 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 (½ day)	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.**

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 employees may be granted up to 3 days of paid leave (at their regular straight-time 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 member 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 child care 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 the 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 Staples, 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-serving 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 in to 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.

## 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:

- Employees operating the vehicle must have a valid Ohio driver's license\*.
- 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.
- No employee may consume alcohol or drugs while in a vehicle on Village business.
- 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, though 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:

1. Excessive tardiness;
2. Excessive absenteeism;
3. Failure to notify a supervisor of an intended absence before the start of a scheduled work shift;
4. Unsatisfactory job performance;
5. Interfering with another employee's job performance;
6. Unauthorized/personal use of the Village phones, vehicles, or equipment;
7. 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:

1. Fighting on Village premises;
2. Bringing firearms or weapons onto Village property;
3. Any act which might endanger the safety or lives of others;
4. Acts of disrespect, contempt, or insubordination towards the Mayor, Village Council, or any supervisory personnel;
5. Leaving the Village during work hours for personal reasons (without the knowledge/permission of a supervisor);
6. Stealing, destroying, abusing, or damaging Village property, or the property of another employee or visitor;
7. Disclosure of confidential information to unauthorized persons;
8. Willfully falsifying any Village records or employee timesheets;
9. Repeated occurrences of related or unrelated minor violations;
10. Failing to report to work for three consecutive days without excuse or supervisory approval;
11. Violations of the "Sexual Harassment" policy;
12. Use of alcohol, narcotics, or other controlled substances while on duty (in violation 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 in order 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 the 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**

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, smoking is hereby prohibited inside all Village buildings and vehicles. During working hours, employees may use their rest or break periods to smoke outdoors in a place that will not be bothersome to the general public. However, no additional breaks (more than those specified in Section II B of this handbook) shall be afforded to smokers. Those in violation of this policy will 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\*.

The impairment of an employee (due to the consumption of drugs or alcohol) is likely to result in injury to themselves and others, as well as in damage to property. Therefore, beginning work while impaired, or abusing substances while at work, is prohibited. Likewise, the possession, transfer, or sale of any substance on Village premises or in any Village parking lot, storage area, or job site is also prohibited. Any employee who violates these provisions 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-- the Village will not require it. Voluntary, successful participation in a recovery or rehabilitative program by an employee may be a mitigating factor in their disciplinary action, depending on their offense and the surrounding circumstances. In some cases, disciplinary action may be suspended, or the employee placed on probation, pending their successful completion of a recovery program.

**\*The Village of Weston reserves the right to carry out random drug testing at any time.**

## **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 supervisor. Supervisor will oversee access. Employees have a right to correct factual errors and submit written comments in disagreement with any material contained in their records.

### **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 specific 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 rendered 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. It will be the responsibility of the supervisor(s) and the Mayor to see that the decision is carried out.

## 8. JOB DESCRIPTIONS

The duties listed within each position are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The position description(s) do not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### 8.1. Village Administrator

**POSITION SUMMARY:**

The position of Village Administrator is created by authority of Weston Village Ordinance and Ohio Revised Code 735.273 and shall include the duties and responsibilities as outlined below.

**GENERAL SUMMARY:**

As Chief Administrative Officer of the Village, plans, develops, and implements a diverse range of Village services to meet policy directives and community needs. Oversees the organizational direction of all Village Departments.

**POSITION REPORTS TO:** Mayor

**HOURS:** Full Time, Monday - Friday; and as needed in Emergency situations

**BENEFITS:** OPERS Retirement Plan, Vacation Leave, Personal Days, Sick Leave, Paid Holidays, Family Health Plan with Fully Covered Premium

**TYPICAL POSITION RESPONSIBILITIES:**

- The Village Administrator appointed under section 735.271 of the Revised Code shall manage, conduct, and control the maintenance and construction activities of the Village.
- Is directly responsible for the efficient and effective operation of services provided by the Village such as snow removal and street maintenance; mowing and park maintenance; brush and leaf pickup; electric service; and storm water retention. Directs, supervises and coordinates work activities of all employees under position supervision.
- Operate and maintain Village equipment, such as dump truck/plow, backhoe, Durapatcher, Mosquito sprayer, and mower.
- The Village Administrator may make such bylaws and regulations as it deems necessary for the safe, economical, and efficient management and protection of such works, plants, and public utilities. Such bylaws and regulations, when not repugnant to municipal ordinances and resolutions or to the constitution of this state, shall have the same validity as ordinances.
- The Village Administrator shall supervise the improvement and repair of streets, avenues, alleys, lands, lanes, squares, landings, market houses, bridges, viaducts, sidewalks, sewers, drains, ditches, culverts, ship channels, streams, and water courses as well as the lighting, sprinkling, and cleaning of all streets, alleys, and public buildings and places.
- The Village Administrator shall appoint officers, employees, agents, clerks, and assistants, provided such positions are first authorized by the legislative authority of the village; but such appointments shall be subject to approval by the Mayor. Such appointments and the Mayor's approval thereof shall be in writing and shall be filed with the village clerk.
- The Village Administrator shall be under the general supervision and control of the Mayor and shall have such other powers and duties as are prescribed by ordinance or by law and which are not inconsistent herewith. The Village Administrator shall perform all duties and shall have all powers of street commissioners as prescribed by law, except as otherwise provided by this section and in sections 735.271 and 735.272 of the Revised Code.
- Determines and assigns work projects as well as work schedules.
- Works with the Clerk-Treasurer to establish an annual balanced budget, works to control cost and increase revenue and collection.
- Receives resident's suggestions and complaints and works toward acceptable solutions. Responsible for writing grants and obtaining grant monies for the improvement of the Village of Weston.
- Has authority to make contracts, purchase supplies and materials and provide labor for any work under his/her supervision involving not more than \$10,000.
- Coordinates, directly performs, and oversees the operational portion of services provided by the Village such as snow removal and street maintenance; mowing and park maintenance; brush and leaf pickup; electric service; and storm water retention.
- Creates a supportive and responsive work environment for employees.
- Recommends policies and programs to the Village Council. Provides information to the Council to aid in its deliberations. Implements policies set forth by the Council.
- Communicates with the Mayor and Village Council on a regular basis to advise of project status and accomplishments and when required prepares written reports.
- Serves as the Village's legislative coordinator. Stays current of proposed changes in legislation that may impact the Village. Communicates Village needs to State and Federal officials.
- Negotiates contracts and agreements on behalf of the Village. Enforces the terms and conditions of all contracts to which the Village is a party. Supervises all special projects.
- Performs other related duties as assigned by the Mayor.

## REQUIRED KNOWLEDGE, SKILLS ABILITIES AND MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A Bachelor's Degree in public administration, business administration, finance, or a related field, and/or five years' experience in progressively responsible municipal management experience or equivalent.
- Thorough knowledge of the laws, ordinances, and regulations pertaining to municipal operations management, budgeting and financial administration, and public information.
- Considerable knowledge of the professional principles, practices, and procedures of public administration.
- A valid State of Ohio Vehicle Operator's License. Must be able to obtain a valid State of Ohio Class B Commercial Driver's License within the first 6 months of employment.
- Have and maintain a Commercial Pesticide license required for Mosquito spraying
- Knowledge of municipal financial and personnel management, contract negotiation, and economic development.
- Knowledge of public relations practices and marketing.
- Skill in compiling and evaluating complex data and formulating policy and service recommendations.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in managing diverse programs, services, and personnel.
- Ability to establish effective working relationships, use good judgment, initiative, and resourcefulness when dealing with citizens, elected officials, employees, other governmental agencies and municipal professionals.
- Ability to maintain records and prepare comprehensive reports.
- Computer Proficiency using Microsoft programs, Email, Google Drive/Documents
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to work effectively under stress and changes in work priorities.
- Ability to attend meetings at times outside of normal business hours, travel to other locations, and to respond to emergencies on a 24-hour basis.
- Ability to effectively train, lead and motivate employees, and supervise and evaluate the work of others.

### **MOWING LIST (around 45 acres):**

Village Hall  
Reservoir  
Alumni Park (including ball diamonds)  
Old Schoolhouse Park  
Michael Merrill Park  
Public Lot (Locust St)  
CSX Lot (Milton Street)  
Nuisance Violators

### **BUILDING LIST:**

Village Hall  
Maintenance Building  
Concession Stand  
Baseball Equipment Shed  
"Old Bus Garage"  
Post Office (& storage above)  
Garage Buildings behind Safety Building

## 8.2. Fiscal Officer/Clerk

**Classification:** Full-Time, FLSA Status: Exempt

**Reports To:** Mayor

**Job Purpose:** This position shall function as set forth in §733.262 of the Ohio Revised Code, plus additional duties prescribed at the local level; while reflecting a positive image of the Village of Weston at all times.

**Primary Job Function:** The Village Fiscal Officer is responsible for the financial planning and management of all finance issues for the Village. This includes directing and controlling all Village financial functions including (but not limited to) general accounting and financial reporting system, annual Village budget preparation and administration, cash/investment management, payroll, personnel and Human Relations laws compliance and coordination to include (but limited to) employee records, debt management and bond compliance, and the associated software systems for each area of responsibility. Full compliance with GAAP and other accounting practices (GASB) as defined by Ohio statute is required and the production of appropriate reports associated with each area of responsibility. The Village Fiscal Officer also serves as Clerk of the Village Council. The Village Fiscal Officer is also responsible for maintaining all the Village's public records and supervising the public records retention program, in accordance with state and local

law, and being the coordinator for all requests for public records. The Village Fiscal Officer is expected to perform all functions with the highest ethics and integrity and to continuously expand his/her knowledge by utilizing continuing education opportunities. The Village Fiscal Officer is expected to perform as a team member with the management leadership team, the Village Administrator and the Village Mayor and Village Council. The Village Fiscal Officer is also expected to exhibit an exceptionally professional manner with residents and all business contacts. At times the Village Fiscal Officer will be required to interact with State officials and other non-Village officials. The Village Fiscal Officer works at the pleasure of the Mayor and Council and will work closely with the Village Administrator. The Village Fiscal Officer operates with relative independence of action in planning and carrying out day-to-day activities. Technical guidance in the form of operating procedures and processes has been established by the State of Ohio. As the Village's authority in financial management, incumbents will be confronted with problems for which these guidelines are inadequate, requiring the exercise of sound judgements in modifying or extending traditional methods in conjunction with the Mayor, Council and Village Administrator.

### **ESSENTIAL JOB FUNCTIONS**

The following are examples of the job duties but do not include all the possible tasks to be performed as provided by the laws of the State of Ohio and those enacted by the Council for the Village of Weston.

- Attend meetings of the legislative authority of the Village, as required; including, but not limited to council meetings, finance meetings, and other committee's or outside meetings as requested, which may be outside of normal office hours.
- Prepare or Develop meeting agendas, ordinances, resolutions, proceedings, rules or bylaws, policies and procedures, and proclamations to be executed, recorded, archived, maintained and/or distributed.
- Attend training, seminars and workshops to stay up to date and ensure compliance on laws and regulations relating to municipal finances and operations, which may be outside of normal office hours.
- Develop operating and capital budgets with assistance of the Village Administrator, Mayor and Council.
- Submit budgets and amend budgets to the County Auditor.
- Establish and maintain the financial books of the Village.
- Keep an accurate account of all monies received showing the amount thereof, the time received, from whom, and on what account received; disbursements made, showing the amount thereof, the time made, to whom, and from which account paid; and arrange the books so that the amount received and paid on account of separate funds, or specified appropriations, shall be exhibited in separate accounts.
- Demand and receive from the County Auditor and/or County Treasurer taxes levied and assessments made and certified to the County Auditor by Council for the Village and placed on the tax list for collection; monies from persons authorized to collect or required to pay them, accruing to the Village from any judgment, fines, penalties, and forfeitures; debts due to the Village.
- Provide monthly, quarterly annual reports and forecasts regarding the financial condition of the Village to the Mayor, Council and Administration in a timely manner. These reports may be those required by law or as requested.
- Serve as payroll administrator for the Village issuing payroll and submitting tax withholdings to the appropriate taxing districts monthly, quarterly, and yearly.
- Manage all accounts payable and receivable processes to ensure the proper payment of all invoices to protect the credit rating of the Village.
- Update and maintain the Village's communication mediums, such as: website, signs, calendar, legal postings, social media, newsletters, and citizen notification system
- Greet visitors to the office and provide information and/or assistance as well as responding to requests from the public, other municipalities, legislative officials, etc.
- Organize and maintain document files, research files, retrieve information, and manage archived files in accordance with established records retention policies and procedures, and process public records requests per Sunshine Law.
- Handle income tax information about taxpayers and maintain confidentiality of sensitive information.
- Cooperate, Manage and Coordinate with other departments and employees of the Village.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly with others to provide quality seamless customer service.
- Must be bondable

### **JOB SETTING**

The duties of this position will be performed primarily indoors in a professional office setting, plus occasional errands away from the

office. The Village Fiscal Officer is expected to work alone, around others, on a team, under stress, under minimal supervision, under scrutiny of the public, and under deadlines.

Emotional demands include frequent interaction with constituents and vendors, deadlines under pressure, switching between multiple tasks, ongoing scrutiny by citizens, working alone; and occasional speaking in front of groups and dealing with different priorities among the elected officials.

Occasional use of a Village vehicle requires a valid Ohio driver's license and a driving record that permits insurability by the Village insurance provider. All Village work areas including vehicles are smoke- and drug-free environments.

#### **EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS**

- A bachelor's degree or three to five years relevant experience in accounting, finance or a related field; or any combination of education, training and work experience which provides the required skill sets to perform the essential job functions.
- Must be a high school graduate, satisfactorily completed the General Education Development (G.E.D.), or have an equivalent combination of training.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- English, Spelling, Grammar, Arithmetic
- Public Finance and Budgeting, Municipal Accounting, Payroll and Benefits Administration
- Fundamental Banking Procedures
- Ohio's Public Record and Sunshine Laws
- Effective Governmental record-keeping practices and procedures
- Municipal Government Operations and Organization
- Modern office practices, procedures, and equipment
- Microsoft Office software and Google Drive/Docs/Sheets
- UAN Accounting Software
- Familiarity with Village of Weston's government policies and procedures
- Comprehending Finance Reports
- Interpersonal and Communication Skills
- Planning, Organizational and Time Management Skills
- Accurate and Efficient Keyboarding Skills, must be able to type at not less than 50 words per minute and operate an electronic calculator proficiently
- Follow and Execute complex written and oral instructions
- Maintaining and ability to work with confidential information in a professional manner

### **8.3. Part Time Maintenance**

#### **Reports to:**

Mayor (Administrative); Full-time Maintenance Technician (Functional)

#### **Summary:**

The part-time maintenance technician is responsible for performing highly diversified duties to install, troubleshoot, repair and maintain equipment, facilities, property, and production according to safety, predictive, and productive maintenance systems and processes in order to support the achievement of the Village's goals and objectives.

#### **Essential Functions:**

- Perform highly diversified duties to use and maintain machines and equipment.
- Provide emergency/unscheduled repairs of equipment and performs scheduling of professional maintenance of equipment.
- Perform simple machinist duties and responsibilities.
- Use mechanic skills, including (but not limited to) mechanical, electrical, pneumatic, hydraulic, troubleshooting, and repair of equipment.
- Read and interpret equipment manuals and work orders to perform required maintenance and service.

- Diagnose problems, replace or repair parts, test and make adjustments.
- Perform regular preventive maintenance on machines, equipment, and facilities.
- Perform a variety of plumbing, maintenance, and carpentry functions.
- Use a variety of hand and power tools, electric meters, and material handling equipment in performing duties.
- Detect faulty operations or defective material, and report those and any unusual situations to proper supervision.
- Comply with safety regulations and maintain clean and orderly work areas.

Competencies: Technical Capacity; Ethical Conduct; Results Driven; Communication Proficiency; and Initiative.

Supervisory Responsibility:

None, unless specifically assigned.

Work Environment:

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts, and vibration. The noise level in the work environment and job sites can be loud.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds (unassisted). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Position Type/Expected Hours of Work:

This is a part-time position up to 20 hours/week unless prior approval granted by the Mayor, not to exceed 40 hours/week. Working hours are to be scheduled during weekdays, and however emergency situations may require additional time spent. Working hours are to be scheduled by the Mayor and/or Village Administrator.

Travel:

Some travel may be required for certifications, training, pickup/deliveries, and any result of code enforcement.

Required Education and Experience:

- High school diploma/GED.
- Completion of a craft apprenticeship, or an equivalent number of years of education or production maintenance experience.
- The employee must show competence for all machinery maintained by the village.

Other Duties:

Any additional job duties assigned or sought by the employee must be directed through the Village Administrator and any standard channels of production and/or scheduling.

## **8.4. Cemetery Sexton**

Reports to:

Cemetery Board of Trustees

Hours:

Part-Time Salary

Summary:

Under the discretion of the Cemetery Board of Trustees, performs a variety of unskilled and semi-skilled work including, but not limited to, groundskeeping supervision and light maintenance, grave preparation, burial functions, foundation installation, operating and maintaining equipment, cemetery cleanup, facilities maintenance, and light record keeping.

Essential Functions:

- Supervision of groundskeeping crew; whose duties include mowing grass, weed eating, tree/shrub trimming, and removing trash
- Assisting the groundskeeping crew, if needed, with light maintenance such as mowing and applying herbicides

- Removing spring/fall decorations, and Memorial Day preparations
- Prepare and maintain all graves – regular, cremation, infant, above-ground crypt, mausoleum – including marking/laying out area, digging with backhoe or manually with shovel, moving monuments, pumping out water, laying plywood/carpet, shoveling dirt piles, snow blowing paths and seeding/repairing graves
- Work funerals on weekdays, weekends, and holidays as assigned
- Cleaning, maintaining, and repairing equipment including vehicles, mowers, weed eaters, saws, pruners and other small engines
- Install monument foundations including marking/layout area, digging manually with shovel, building foundation forms, pouring, and finishing concrete and fixing leaning monuments
- Pond maintenance
- Customer service including placing decorations, planting, and locating graves
- Clean and maintain cemetery maintenance shop
- Other related duties as assigned

Knowledge:

Education: High School Diploma or GED equivalent required

Experience: At least 6 months of grounds keeping, or landscaping experience required. Experience with lawn and garden equipment required.

Special Requirements: Valid Ohio driver's license, and be insurable under the Village's insurance carrier, and will be subject to periodic review of driving record through Ohio BMV

Certification: Ability to obtain an Ohio Commercial Pesticide Applicator Certification or permission to spray under another license holder

Skills and Abilities:

Physical Demands:

- While performing the duties of this job, the employee(s) will require sufficient physical ability and mobility to walk, stand and sit for prolonged periods of time.
- Require to frequently stoop, bend, kneel, crouch, crawl, climb, twist, grasp, and make repetitive hand movements
- Exposure to all types of weather and temperature conditions
- Work and/or walk on various types of surfaces, including slippery or uneven surfaces and rough terrain
- Exposure to noise, dust, grease, smoke, fumes, chemicals, mechanical parts, vibrations, allergens
- Require use of hands to operate tools and equipment
- Require operation of assigned equipment
- Require specific vision abilities including close vision, distant vision, depth perception and ability to adjust focus with or without correction

Skills:

- Knowledge and ability to operate and maintain common power tools, hand tools, mower, weed eater, snow removal equipment, backhoe, truck, and other equipment
- Knowledge of basic maintenance procedures, practices and chemicals used in the maintenance field
- Knowledge of safe work practices and policies
- Ability to work in inclement weather and extreme temperatures
- Ability to work independently or in small groups while performing semi-skilled grounds and equipment maintenance and repair work
- Ability to maintain simple written records and reports
- Ability to read and interpret a variety of instructions and documents in written, oral, diagram or schedule form,
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships with peers and supervisors
- Ability to deal courteously and diplomatically with the general public

The Cemetery Board of Trustees retains the right to add or change the duties of this position at any time. Incumbents may not perform all the duties and/or may be required to perform additional or different duties to address business needs and changing practices.

## **8.5. Part Time Seasonal Cemetery Maintenance**

### Reports to:

Cemetery Sexton

### Hours:

Part-Time Seasonal, not to exceed 40 hours/week, capped at 800 hours/year\*

\*Shared if multiple employees

### Summary:

Under supervision of the Cemetery Sexton, performs a variety of groundskeeping maintenance including, but not limited to; mowing, weed eating, tree trimming, foundation installation, operating lawn care equipment, and cemetery cleanup.

### Primary Job Function:

The primary responsibility of the Cemetery Maintenance worker is general cemetery groundskeeping including, but not limited to, mowing grass, weed eating, tree/shrub trimming, and removing trash.

### Other Responsibilities:

Other intermittent responsibilities of the cemetery maintenance worker are under the request of the Cemetery Sexton, if/when needed:

- Storm damage removal/clean up
- Occasional application of herbicide under direction of Pesticide License holder
- Work funerals on weekdays, weekends, and holidays, if needed by Cemetery Sexton
- Cleaning, maintaining, and repairing equipment including vehicles, mowers, weed eaters, saws, pruners and other small engines
- With the Cemetery Sexton, install monument foundations including marking/layout area, digging manually with shovel, building foundation forms, pouring, and finishing concrete

### Knowledge:

Education: High School Diploma or GED equivalent required

Experience: At least 6 months of grounds keeping, or landscaping experience preferred. Experience with lawn and garden equipment required.

Special Requirements: Valid Ohio driver's license, and be insurable under the Village's insurance carrier, and will be subject to periodic review of driving record through Ohio BMV

### Skills and Abilities:

Physical Demands:

- While performing the duties of this job, the employee(s) will require sufficient physical ability and mobility to walk, stand and sit for prolonged periods of time.
- Require to frequently stoop, bend, kneel, crouch, crawl, climb, twist, grasp, and make repetitive hand movements
- Exposure to all types of weather and temperature conditions
- Work and/or walk on various types of surfaces, including slippery or uneven surfaces and rough terrain
- Exposure to noise, dust, grease, smoke, fumes, chemicals, mechanical parts, vibrations, allergens
- Require use of hands to operate tools and equipment
- Require operation of assigned equipment



- Require specific vision abilities including close vision, distant vision, depth perception and ability to adjust focus with or without correction

**Skills:**

- Knowledge and ability to operate and maintain common power tools, hand tools, mower, weed eater, and other small engine equipment
- Knowledge of basic maintenance procedures and practices used in the field
- Knowledge of safe work practices and policies
- Ability to work in inclement weather and extreme temperatures
- Ability to work independently or in small groups while performing semi-skilled grounds and equipment maintenance and repair work
- Ability to read and interpret a variety of instructions and documents in written, oral, diagram or schedule form,
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships with peers and supervisors
- Ability to deal courteously and diplomatically with the general public

*The Cemetery Board of Trustees retains the right to add or change the duties of this position at any time. Employee(s) may not perform all the duties and/or may be required to perform additional or different duties to address business needs and changing practices.*

**8.6. Code Enforcement Officer**

Reports to:

Mayor

Hours:

Part-Time Salary

Summary:

The Code Enforcement Officer will have responsibility for ensuring that the Weston Code of Ordinances, Weston Zoning Code, Wood County laws and Ohio state regulations are maintained in the Village of Weston. This will be accomplished by enforcing village ordinances and investigating and resolving violations. The officer will perform a variety of code enforcement duties such as: writing and delivering citations, obtaining and providing information regarding ordinances, resolving violations, maintaining records, and assisting the general public.

Essential Function:

- Assuring compliance with zoning, ordinances, and other related codes.
- Inspects properties for compliance with Zoning and Municipal codes.
- Identifies code violations, takes steps to initiate corrective action, and re-inspects work performed after changes are made.
- Enforces Planning Commission decisions.
- Patrol village to identify code violations and respond to complaints.
- Answers inquiries from and provides Zoning and Municipal code information to builders, property owners, their representatives, and residents.
- Issues and posts warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations.
- Maintain necessary code enforcement records and files.
- Act as a liaison between the Wood County Health Department and Wood County Building Inspector for apparent building code violations, structure issues, etc.

Knowledge:

Education: High School Diploma or GED equivalent required, Accredited College or University level coursework and/or training is highly desired

Experience: At least 3 years experience in urban planning, public administration, construction, zoning, architecture, building, urban and/or regional development, or a related field

Special Requirements: Valid Ohio driver's license, and be insurable under the Village's insurance carrier, and will be subject to periodic

review of driving record through Ohio BMV

Skills and Abilities:

- Must have skill in interpreting and applying statutes, ordinances, codes, and regulations.
- Must be able to deal tactfully and courteously with citizens, especially angry people.
- Must be able to communicate effectively verbally and in writing.
- Must be able to work without close supervision.
- Ability to establish and maintain effective working relationships with associates, buildings, property owners/their representatives, appellate bodies, government officials, and the general public.
- Demonstrate discretion and confidentiality.
- Must maintain accurate and timely records and files to develop reports, or for potential court cases.
- Must be able to operate standard office equipment including a PC and its software.
- Must be able to operate a camera.
- Must be able to work in all weather conditions.

## 9. EMPLOYEE ACKNOWLEDGMENT

### 9.1. 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 that 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 in bottom left hand corner of this page.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

9.2. Employee Handbook (Employer Copy)

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