

# Village of Hamersville

## **Employee Handbook**

**As adopted by Village Council**  
Date??????

### **Introduction**

Welcome to employment with the Village of Hamersville. The Village takes pride in its service to the citizens of Hamersville and the community, and believes that, first and foremost, we must be good citizens, set a good example, and fulfill our duties in a conscientious and courteous manner. In return, the Village strives to provide a professional, positive, hands-on approach to managing its human resources.

This employee handbook is designed to help employees acquaint themselves with the Village's policies and procedures. Please read the handbook as soon as possible. If you have any questions regarding the interpretation or application of the contents of this handbook, you should direct them to the mayor or to the Village Council.

### **NATURE OF EMPLOYMENT**

All employees of the Village of Hamersville are public employees and are therefore, held to a high standard of conduct. Employees must familiarize themselves with various laws, rules, and regulations that govern public employment.

The officials who appoint Village employees must exercise their authority, rights, and responsibilities in the best interests of the Village and its citizens, and therefore, reserve the right to adopt or change policies, rules, and regulations as necessary.

This handbook is presented for informational purposes only and may be changed at any time with or without notice. This handbook is not an employment contract. All employees must agree to abide by applicable laws and policies as a condition of employment.

## **YOUR JOB**

### **Equal Opportunity/ Affirmative Action Policy**

Village employment decisions will be based on merit. The Village does not unlawfully discriminate in employment decisions based on race, color, religion, sex, national origin, age, disability, or any other characteristics protected by law; however, when making employment decisions, the Village does take nondiscriminatory factors into consideration, such as qualifications, knowledge, skills, abilities, and job performance.

The Village will make reasonable accommodations for qualified individuals with legitimate disabilities, unless doing so would result in an undue hardship. This policy applies to hiring, promotion, pay, discipline, discharge, etc. all aspects of employment.

### **IMMIGRATION LAW COMPLIANCE**

The Village does not unlawfully discriminate based on citizenship or national origin. However, to work for the Village, each new employee must provide acceptable documentation to prove identity and eligibility to work in the United States. New employees must complete the necessary I-9 forms.

### **SEXUAL HARASSMENT**

It is against the policy of the Village of Hamersville and is illegal under state and federal law for any employee, male or female, to sexually harass another employee. This employer is committed to providing a workplace free from this unlawful conduct. It is a violation of its policy for an employee to engage in sexual harassment.

Definitions: **Sexual harassment** is a form of sexual discrimination and consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to that conduct is made either explicitly or implicitly a term or condition of employment, or
- Submission or rejection of such conduct by an individual is used as the basis for employment decisions; or
- The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

**Sexually harassing behavior**, whether committed by supervisors or non-supervisory personnel, is prohibited. This behavior includes, but it not limited to:

- Repeated unwelcome or offensive sexual flirtations, advances, or propositions.
- Verbal abuse of a sexual nature.
- Graphic or degrading verbal comments about an individual of his/her appearance.
- The display or distribution of sexually suggestive objects or pictures.
- Unwelcome or offensive verbal or written communication of sexually suggestive material including "jokes".
- Any unwelcome or offensive physical contact.

**Reporting:** Any employee who feels that they have been sexually harassed should report the complaint to their immediate supervisor or elected official (Mayor or Council). In addition, if any employee feels that they have been harassed by a member of the public, a service provider, or a public official during their employment, the employee should report the complaint to their immediate supervisor or to the Brown County Prosecutor. There will be no reprisals against any employee for making a report as provided in this section.

**Investigation:** The Village of Hamersville Mayor and Council will conduct a prompt and thorough investigation of all complaints of sexual harassment. The county will make every effort to keep the complaint confidential, except as required by law and as may be reasonably necessary to successfully complete the investigation. It

will be a violation of this policy for any person who learns of the investigation or complaint to take any retaliatory action that affects the work environment of the complainant, or any person involved in the investigation. Failure by any employee to cooperate with the investigation of a complain will be a violation of this policy.

**Disciplinary Action:** If the allegation of sexual harassment is found to be credible, appropriate disciplinary action will be taken. Sexual harassment on the part of a Village employee will be treated as a disciplinary infraction, with penalties up to and including termination for a first offense, in accordance with the Village's discipline policy.

**Responsibilities:** Every supervisor or elected official is responsible for promptly responding to or reporting any complaint or suspected act of sexual harassment. Supervisors should report to their immediate supervisor (Mayor), elected official or the Brown County Prosecutor. Failure of a supervisor to report or adequately address such harassment will result in disciplinary action in accordance with the Village's discipline policy.

It is the responsibility of every employee, should they observe, or experience objectionable or unwelcome behavior of the type described in this policy, to report that behavior as provided in this policy. There will be no reprisals against any employee for making such a report.

### **Alcohol and Drug Abuse**

The Village of Russellville is a drug-free workplace. Drug testing is required for all final applicants for positions and for final applications for safety-sensitive positions. Any applicant who tests positive for illegal drugs will not be hired and will not be reconsidered for employment with the Village for one year. Safety-sensitive positions include, but are not limited to, positions in law enforcement and health care, as well as potentially hazardous positions. Current employees also may be tested when there is reasonable suspicion that they are using or have used alcohol or illegal drugs. The aim of such testing is to identify employees with substance abuse problems and assist them in seeking treatment. All employees of the Village are subject to random drug/alcohol testing.

Employees whose jobs require them to possess a commercial driver's license and who drive vehicles for which testing is required under federal regulations

also are subject to alcohol and drug testing as required by the Federal Omnibus Transportation Employee Testing Act of 1991.

### **Performance reviews**

Performance reviews may be conducted at any time, but will be conducted at a minimum, annually at the employee's effective date of hire. Performance reviews are used to identify areas of outstanding performance as well as areas needing improvement. The employee's direct Supervisor is responsible for completing the performance review and meeting with the employee to discuss the results and possible corrective action. Performance reviews will be signed and dated by both the employee and the direct Supervisor, a copy given to the employee, and a copy maintained in the Village employee's file. Performance reviews are not salary reviews, and any performance review may, or may not, result in a salary adjustment.

Your performance is reviewed on a regular basis for the following reasons:

- To encourage joint planning and communication between you and your supervisor.
- To provide you with clear and explicit performance expectations.
- To provide you with information on how to improve your performance; and
- To help you identify and develop important job skills.

### **Open Door Policy**

As a Village employee, you may bring any problem you might have to your supervisor, if your supervisor is unable to resolve the problem to your satisfaction, (usually within 5 working days) you may go to the Village Administrator. If that still doesn't resolve the issue, then it can go to the mayor. At this point, the mayor can decide. If that is still not solving the issue, the Village Council will act by going into executive action meeting.

### **Confidential Matters**

It is the responsibility of all employees and volunteers to keep confidential information accessed through all forms of communication confidential. These precautions include, but are not limited to, locking filing cabinets, limiting physical access to offices during business hours, personally delivering

confidential information, and/or sending certain information through interoffice mail in a sealed envelope labeled “Confidential”. All matters and information to be released to the median and/or press must first be approved by the mayor, as chief executive, or his/her designee.

### **CODE OF CONDUCT**

Every employee must conduct themselves with professionalism, efficiency, honesty, and general good behavior. The Village of Hamersville will not tolerate any employee that is dishonest, insubordinate, immoral, under the influence of drugs or alcohol, falsifies their time sheet, is disrespectful, or any other failure of good behavior.

Any violation of the good conduct will result in disciplinary action. The degree of discipline will vary upon the severity and/or frequency of the infraction or infractions.

### **CODE OF ETHICS**

As an employee of the Village of Hamersville, you hold a position of trust. All employees are expected to maintain the highest of ethical standards. The Village has specific laws governing employee conduct.

Ethics Law Provisions including the following but not limited to:

- **Misuse of Official Position:** You may not use your position as an employee of the Village to gain personally because of decisions you make or have influence on at work. You may not use your position as a public employee to secure anything of value for persons or entities with whom you have a relationship, that would impair your objectivity, such as your family members, business associates, employer, or others.
- **Revolving-Door Policy:** You may not represent another person or business before any public agency (including your employer or former employer) in any matter in which you have dealings as an employee. This is effective while you are a public official or employee and for one year or more after you leave the Village employment.

- **Sale of Goods and Services:** You may not be paid by anyone other than the Village for services rendered in any matter.
- **Confidential Information:** You may not use or release information you acquired because of your employment if it is confidential by statutory provision or officially designated as confidential.
- **Interest in Public Contract:** You are prohibited from having any interest in a public contract of the Village with which you are connected. You may not use your authority or influence to get approval of a public contract or secure investment of public funds if you, your family, or any business associate has an interest in the transaction.
- **Soliciting or Receiving Improper Compensation:** You may receive no additional compensation or any other thing of value to perform your duties. You may not solicit or accept anything of value in exchange for appointing, promoting, or transferring any person to any public position.

The above situations are only a few examples of the possible conflicts that confront public officials and employees. They are not intended to represent the entire scope of conflicts of interest or ethics issues. The Ohio Ethics Laws, including penalties of fines and imprisonment for violation, are contained in Chapter 102 and Section 2912.42 and 2921.43 of the Ohio Revised Code. If you have questions or need clarification you may contact the Ohio Ethics Commission.

### **NEPOTISM**

Village employees or public officials may not authorize or use the authority or influence of their positions to secure employment for or to benefit a person closely related by blood or marriage, or another significant personal or business relationship.

In general, relatives or close associates may not be employed in the same department if one supervises or otherwise has personnel authority over the other. If you have any questions regarding the practical application of the nepotism policy, you may contact the Ohio Ethics Commission.

### **Political Activity**

Classified employees are prohibited by Section 124.57 of the Ohio Revised Code from engaging in partisan political activity. All employees are encouraged to exercise their right to vote and nothing in this policy shall be construed to restrict such right.

### **Fitness for Duty/Personal Appearance**

It is essential that staff members maintain a professional appearance and attitude. The work atmosphere must be one of dignity with a genuine desire to serve all visitors as well as those who contact the Village via the telephone. Individuals visiting the Village should be served promptly and courteously without exception.

Employees are expected to be able to safely perform the essential duties of their position. In addition, employees may be required to submit to a fitness for duty physical examination by a physician selected by the village when an employee is returning from an absence because of a personal injury or illness of a physical and/or mental malady.

The cost of any fitness for any duty physical examination will be paid by the Village.

Employees of the Village are expected to maintain appropriate standards of personal appearance.

- a. OSHA Required dress for employees engaged in safety sensitive job functions which fall under OSHA Compliance guidelines.
- b. Grooming; Clean cut and trimmed hair, beard, mustache in accordance with OSHA guidelines for safety sensitive job functions.
- c. Cleanliness and personal hygiene; employees are to report to work in clean work uniform, Village provided or personal clothing. Hygiene is to be expected of all Village personnel, notwithstanding soiling of clothing during one's daily work job functions.

### **Probationary Period**

All new Village employees serve a probationary period of 180 days. You may be terminated if your performance is unsatisfactory at any point of the probationary period.

At the end of the 180 days probationary period the employee's record of performance will be evaluated and one of the following actions will be taken:

- a. Retention with pay advancement
- b. Retention with no pay advancement
- c. Termination of employment

### **Meal Break Policy**

Each supervisor determines lunch or other break periods consistent with federal and state laws. Lunch breaks for Village employees will be taken when customers or work allows, and this time is not compensated.

### **Attendance, Tardiness and Reporting Off Work**

The Village of Hamersville needs the combined efforts of all employees to ensure uninterrupted, efficient operations. Employees who are absent must call their supervisor before their starting time to record their absence, the reason for the absence and the estimated date they expect to return to work. Employees are urged to call their immediate supervisor or any designated surrogate within two hours of an expected absence/tardiness when possible.

Each Village employee is allowed three absences within a rolling six-month time frame exceptions being FMLA Leave, Bereavement Leave, Jury Duty, scheduled time off. The 'Rolling Time Frame' begins with the first absence. When the absence ages six months this absence falls off the calendar and is no longer counted. Any employee with 4 or more absences require notification to Village Council Members.

1<sup>st</sup>-3<sup>rd</sup> Unauthorized Absence' will be logged in attendance file.

4<sup>th</sup> Unauthorized Absence Written Warning

5<sup>th</sup> Unauthorized Absence 2<sup>nd</sup> Written Warning

6<sup>th</sup> Unauthorized Absence Termination

Unforeseen circumstances do happen to even the most diligent and committed employees. Each employee is allowed three tardiness/Early departure within the same rolling six-month time frame.

1<sup>st</sup>-3<sup>rd</sup> Tardiness/Early departure will be logged in the attendance file. Upon accrual of three late arrivals/tardies will be counted as one absence and follow the same rules as the attendance policy. This applies to any circumstances within the realm of the employee's control. Examples of when

a late arrival would not be counted against the employee include inclement weather, serious traffic issues which no one could anticipate.

The attendance log is to be maintained by each employee's immediate supervisor in a secure location. Within the village, some employees work "ON CALL/Emergency Basis." Exceptions can be written on the posted schedule. The Village wants to ensure the dedication of its employees is appreciated to keep all necessary utilities and infrastructure operational for our citizens. Realizing this, some changes to posted schedules will be necessary to ensure customer service.

**All** schedule changes are to be initialed by the employee and their immediate supervisor or a designated surrogate with justification/reasoning written on the employee's timecard. This will help in alleviating any confusion as to what each employee was scheduled and why there was a variance in worked hours compared to scheduled hours.

### **Garnishments & Judgements**

The Village of Hamersville is compelled by law to act upon notice of any garnishment/attachment/judgement.

The village is required by law to withhold from your earnings and pay to your creditor a specified amount each payday until the debt is settled. If you have any creditor problems or anticipate legal action resulting from indebtedness, you should discuss with your supervisor without delay.

The Village is required by law to deduct from any employee the following upon validated court ordered documents are presented.

1. Ohio Public Employees Retirement System PERS or Police and Fire Disability Pension Fund PFDPF a percentage (specified by state law) of your earnings is deducted from your annual pay. The Village also contributes a percentage to this fund.
2. Withholding Taxes: The amount withheld from Federal, State, and Local Income Tax payments vary depending upon your earnings and the number of exemptions claimed.
3. Medicare Tax: A deduction required by law for the Federal Medicare Program.

4. Attachments, Garnishments, Levies: By order of court decree or the Internal Revenue Service.

Unemployment Compensation and Workers' Compensation premiums are paid entirely by the Village of Hamersville.

### **Benefits**

At this time, the Village of Hamersville cannot offer Medical, Dental and/or Health insurance.

### **Categories of Employment**

The Village of Hamersville establishes three categories of employment which defines the status of the position and the individual holding the position. The employment categories are:

#### **Full Time**

- a. Up to 32-40 hours a week.
- b. Set 5-day work week.
- c. PERS Public Employees Retirement System, required for Non-Police/ Employees
- d. PFDPF Police and Fire Disability Pension Fund for Police & Fire/Medic Service positions.

#### **Permanent Part Time**

- a. Up to 32 hours a week.
- b. No guarantee of a set work week
- c. PERS Public Employees Retirement System, required for Non-Police/ Employees
- d. PFDPF Police and Fire Disability Pension Fund for Police & Fire/Medic Service positions

#### **Full Time/Part time Flex Schedule**

- a. Position can be full or part time.
- b. Typically, these positions have a flexible schedule. Days/Hours/Start times could vary based off workload.
- c. These positions are offered to Village employees who are seeking to work for the Village yet need a flexible schedule due to workload and/or the necessity of employee scheduling.

- d. PERS Public Employees Retirement System, required for Non-Police/ Employees
- e. PFDPF Police and Fire Disability Pension Fund for Police & Fire/Medic Service positions

#### Part Time Seasonal

- a. No minimum hour guarantee
- b. Specific job and hourly rate based upon seasonal employee salary schedule.
- c. Opportunity for subsequent rehires for additional seasonal needs based upon workload.
- d. PFDPF Police and Fire Disability Pension Fund for Police & Fire/Medic Service positions

### **Work Week and Overtime**

#### **Except for Police Department Personnel**

The schedule for employees will be set by their supervisors in advance.

Overtime for non-exempt Village employees is not computed daily, but by week only, Sunday 12:01 a.m. through 12:00 midnight Saturday.

These employees are entitled to payment for overtime hours worked at the rate of one and one-half times their regular hourly rate of pay. For the purposes of computing overtime, only those hours worked more than 40 hours per week will be considered. Personal time off (PTO) will be considered “hours worked”.

Based upon the operational needs, the supervisor may set different hours, shifts, workdays, and workweek. Specific times will be determined by the supervisor and may be flexible according to the needs of the operation or service function. All employees must obtain the approval in advance from their supervisor prior to working more or less than their scheduled hours, except in cases of emergency.

Working overtime or beyond daily scheduled hours without advance approval may lead to disciplinary action.

### **Pay Period and Paycheck**

Pay weeks are Sunday through Saturday and paychecks being distributed on a bi-weekly schedule every other Friday.

Securing your paycheck with your immediate supervisor is the employees responsibility. If absent on pay day a third party may pick up your paycheck with a signed authorization from you naming the person who is to pick up the check.

### **Earned Rest**

An employee who works sixteen (16) continuous hours or more than sixteen hours out of the preceding twenty-four (24) hours, without at least eight continuous hours off shall be entitled to a rest period of eight continuous hours upon being released from duty. An employee will be paid his or her regular straight time rate during any portion of the rest period which falls within his or her regularly scheduled work hours and he or she shall report for duty (unless properly excused at the conclusion of the rest period) if the rest period expires during his or her regularly scheduled hours. The supervisor, based on specified needs, will set the hours of work for part-time employees.

### **Holidays**

The following is a list of the Village's paid holidays for all full-time employees:

|                             |                             |
|-----------------------------|-----------------------------|
| New Year's Day              | January 1                   |
| Martin Luther King, Jr. Day | Third Monday in January     |
| President's Day             | Third Monday in February    |
| Memorial Day                | Last Monday in May          |
| Juneteenth                  | June 19                     |
| Independence Day            | July 4                      |
| Labor Day                   | First Monday in September   |
| Columbus Day                | Second Monday in October    |
| Veterans' Day               | November 11                 |
| Thanksgiving                | Fourth Thursday in November |
| Christmas Day               | December 25                 |

Calling in on your regular scheduled time before and/or after a holiday, clocking in late or leaving early will result in loss of holiday pay. Holiday pay guidance in accordance with ORC 325.19 (D)(1).

### **Paid Time Off**

The Village of Hamersville has a vacation policy for full-time employees. Village employees are not entitled to take vacation time off until after completing one full year of service. Vacation time off is based upon the following schedule:

1 Year of Service: 5 Days  
2 Years of Service: 10 Days  
3 years of Service: 15 Days

All requests for vacation time off must be submitted in writing on the Village leave of request form. All vacation schedules are subject to the approval of their supervisor based on staffing and project needs. Staffing needs of the Village will be considered when granting vacations and may be denied in times of peak needs. Employees may not accumulate his/her vacation time. Failure to take vacation within the time-period specified will result in the employee losing his vacation time. ORC 325.19 (A)(1)

Whereas an employee has requested to take PTO, and the request is denied due to staffing/workload restrictions. After three subsequent PTO requests the employee shall be paid the time off in addition to their regular time worked. Upon employee presenting three vacation/PTO requests which were denied by their immediate supervisor.

### **Reporting Pay**

Where village employees who are on call must report to work. A minimum of two hours will be paid to these employees who have had their rest time and/or day off interrupted while fulfilling village operational services. Any time spent working in addition to 2 hours will be compensated at the normal hourly rate.

### **Personal Status Change**

Each employee has the responsibility to notify the payroll department in writing, on a Village personal status change form, of any change in name, address, telephone number, and marital status, number of dependents or related information for the purpose of ensuring that all Village of Hamersville benefits and records are current.

### **Leave of Absence**

Employees who have exhausted all their available paid and unpaid leave time including FMLA leave, may request additional unpaid leave of absence from their position with the Village. Except in cases of emergencies, a request for an unpaid leave of absence must be made at least ten days in advance of the date that employee seeks to begin the leave. All requests for an unpaid leave of absence must be submitted to the village administrator in writing for review, consideration and approval by the mayor and village council.

In deciding whether to grant an unpaid leave of absence for employees, the mayor/council will take into consideration the employee's length of employment with the Village, job performance, reason for requesting the leave, the business needs of the Village and any other factors the Mayor/Council determines are relevant for its consideration of the leave request.

### **Family Medical Leave Act**

The Family and Medical Leave Act (FMLA) entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. As a public agency, the Village is a covered employer under the FLMA. To be eligible for the FMLA benefits, an employee must have worked for the employer for a total of 23 months and been in active pay status for 1,250 hours during the previous 12 months.

**Leave Entitlement:** an eligible employee is entitled to up to 12 work weeks of unpaid leave during any 12-month period for one or more of the following reasons:

- The birth and care of the newborn child of the employee.
- Placement with the employee of a child for adoption or foster care.
- To care for an immediate family member with a serious health condition.
- To take medical leave when the employee is unable to work because of a serious health condition.

Spouses employed by the same employer may be entitled to a combined total of 12 work weeks of family leave for the birth and care of the newborn child, or for placement of a child for adoption or foster care, depending on specific

agency policy. Leave for birth and care, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

Under some circumstances employees may take FLMA leave intermittently, which means taking leave in blocks of time or reducing their normal weekly or daily work schedule. If FMLA leave is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval.

### **Bereavement Leave**

A death in an employee's immediate family creates many hardships. While it is not possible for anyone to eliminate all the hardships that occur, it is the desire of the Village to minimize the hardship resulting from lost time from work due to the death of a family member. To this extent, the Village will grant up to three working days off, with pay, for the bereaved Village employee. "Immediate family" is defined in the section as the employee's spouse, child, grandchild, parent, sibling, grandparent, brother/sister-in-law and mother/father-in-law.

### **Jury Duty**

Employees must advise their supervisor immediately if they are summoned for jury duty or subpoenaed by the court as a witness. Employees must report for work on days they are not required to be in court or if dismissed two or more hours prior to their required quitting time by the court unless, instructed otherwise by their supervisor. When it is necessary for an employee to appear in court or attend a hearing that is of a personal nature during the employee's regular scheduled hours of work, leave without pay may be approved for that time after all available Comp/vacation time has been exhausted. Such instances would include but are not limited to criminal or civil cases, traffic court, divorce proceedings, custody or appearing as directed as a parent or guardian of juveniles.

Employees may be required to submit a copy of a subpoena or other documentation for the reason for the absence.

### **Internet access and Network Security**

This policy establishes rules governing use by the Village employees of the Village provided computer networks, internet access and e-mail. This policy applies to any internet service that is accessed on or from the Village's premises; accessed using the Village computer equipment or via Village paid

access methods; and/or used in a manner that identifies the individual with the Village.

The following activities are prohibited

- a. Illegal fraudulent or malicious conduct
- b. Working on behalf of another non-Village entity.
- c. Accessing/Sending offensive, obscene or defamatory material
- d. Harassment of any nature
  - a. As set forth in Discrimination policy
  - b. Sending e-mails/messages of a non-business nature for the Village
  - c. Harassing disparaging messages to any individual/entity.
- e. Obtaining unauthorized access to any computer system
- f. Using another individual's account or identity without consent.
- g. Attempting to test, circumvent, or defeat security or auditing system.
- h. Attempt to access any local or remote computer system.
- i. Attempting to connect to any system which enables user to evade remote system access or local system access.
- j. Unauthorized copying or distribution of Village files is prohibited.
- k. Copying of any copyrighted material is prohibited.
- l. Attempting to access higher levels of privilege than user has been assigned.
- m. Willfully introducing computer viruses or other destructive programs.
- n. Addition of any program/application without authorization from network supervisor/network architect.

Employees violating this policy are subject to discipline up to and including immediate termination of employment. Employees using the computer system for defamatory illegal or fraudulent purposes also are subject to civil liability and criminal prosecution.

### **On The Job Accidents**

It is expected that all employees will exercise caution to protect themselves as well as their fellow workers from injury. Employees who are injured on the job must report the injury immediately to their immediate supervisor and fill out an injury report as soon as possible and submit to the Mayor and Town Administrator. Failure to report an accident may result in disciplinary action

against the employee. Employees who witness an injury to an employee or visitor must also promptly complete an injury report. Village employees are covered by Ohio Workers Compensation Act.

If you are injured in the course of your employment this incident will be considered an industrial accident and will be processed under Ohio Worker's Compensation Laws. On allowed claims the 'Bureau of Workers Compensation' pays for the lost time, medical bills and disability claims by a formula set by State Law.

### **Safety**

All employees of the village have an obligation to perform their duties in a safe manner and according to all OSHA guidelines when required to avoid accidents on the job. All employees are charged with the responsibility of reporting the existence of any hazardous condition or practice in the workplace to the Mayor or Council.

### **Purchasing & Expense Policy**

The Village of Hamersville will reimburse employees for approved Village business travel and related expenses. Employees must provide receipts and other supporting documentation as required by the Village to obtain reimbursement for business expenses. To avoid the denial of reimbursement for business expenses. Employees should obtain prior approval for all travel and other business expenses prior to incurring the expenses. The Village of Hamersville will not reimburse employees for alcoholic beverages or for excessive costs such as for unusually luxurious expensive or generous accommodations, meals, transportation or gratuities. Employees should contact their supervisor for reimbursement guidelines. The Village will no longer pay for fuel when an employee uses his/her own vehicle for travel. The employee must fill out a mileage expense form and will be compensated by the Clerk Treasurer.

### **Miscellaneous use of Village Vehicles**

Employee use of Village vehicles is a privilege and carries with it responsibilities. As with any privilege, it can be revoked if abused. Village vehicles are to be used in the performance of official Village business only and if transportation between destinations as may be required to conduct the business of the Village of Hamersville.

Village police officers are not permitted to use Village police vehicles on private security jobs outside of the Village.

### **Vehicle Seat Belts**

All occupants of Village vehicles, both marked and unmarked, must wear correctly fastened safety belts while the vehicle is in motion. The department head may make exceptions to this policy whenever exceptional circumstances prevail that make wearing seat belts infeasible or undesirable. Employees are prohibited from disconnecting any warning devices, removing parts of or in any way tampering with installed seat belts or other safety equipment of department vehicles for the purpose of rendering them inoperative.

### **Physical Site Security**

Only authorized employees are permitted to enter the administrative office and other Village buildings after regular work hours. Anyone wishing to enter the office before or after stated hours must have prior authorization.

For the safety and security of all Village employees' personal visitors to an employee, regardless of position, should be kept to a minimum. While all site of any Village property visitor's must be accompanied by an authorized Village employee.

### **Telephone Calls and Cell Phones**

The Village recognizes that it may be necessary to make or accept a limited number of personal phone calls while at work. However, the frequency and duration of personal calls must be kept to a minimum.

Personal long-distance calls should not be made from Village telephones and charged to the Village. Village Cell phones and Village phones are restricted to official use only.

### **Training And Self Development**

The Village may pay for the cost of certain training or education programs for employees. Employees who seek payment by the Village of Hamersville for their attendance at any training or education programs must make such a request in advance and be approved by Council.

### **Solicitations And Contributions**

Persons who are not employees of the Village of Hamersville will not be permitted to come upon or remain on the premises for the purpose of making solicitations or posting or distributing cards, notices, or any other material of any kind. Further, employees may not solicit other employees for any cause while either the employee may not solicit other employees for any cause while either the employee doing the solicitation, or the employee being solicited is on working time. This rule is not intended to prevent the Village of Hamersville from carrying on its normal community relations/employee relations programs or activities, which may, from time to time necessitate management approval and direction of distributions and solicitations on the Village of Hamersville property.

### **Employee Handbook and At-Will Policy**

The full content of the Employee Handbook is presented only as a matter of information. The language used in this material is not intended to create nor is it to be construed to constitute a contract between the Village of Hamersville and any one or all its employees. The Village of Hamersville reserves the right to change, suspend or terminate without any of its plan's policies or procedures whether they be contained in the handbook or in other Village documents. These policies supersede all prior policies previously issued by the Village of Hamersville. All employees with the Village of Hamersville is for no definite period and may be terminated at any time, without prior notice, be either the Village of Hamersville or the employee, unless specific exceptions under Ohio statutory law apply to employees. Employees are expected to give two weeks advance notice of a resignation. No modifications of the contents of this material are authorized or allowed, unless by approval of the Village Council.

### **Disciplinary Action, Dismissal and Rules of Conduct**

The following provides rules of conduct and constitutes reasons for disciplinary action or dismissal.

1. Deliberate or reckless destruction/damage to the Village' property.
2. Theft/attempted theft, or unauthorized removal of the Village's property from its premises or allowing it to happen as an accomplice.

3. Failure to observe safety policies/procedures and/or instructions.
4. Failure to promptly report to your immediate supervisor an on-the-job injury/accident or accident involving an employee, visitor, customer. Negligence that results and injury to personnel.
5. Falsification records or other records required in the transaction of the Village of Hamersville's business.
6. Insubordination, including refusal or failure to perform assigned work.
7. Possession or sale of illegal drugs within the Village of Hamersville.
8. Use of illegal drugs or abuse of prescription medications as detected by a drug test or other means. While on duty.
9. Commission of unethical acts either on or off duty, which may, in the judgement of the Village of Hamersville Council, injure its reputation, even if such acts do not lead to a criminal conviction.
10. Making or publishing malicious, false or defamatory statements that may damage the integrity of reputation of the Village of Hamersville Administration, its employees or citizens.
11. Threatening or engaging in acts of violence/retaliation within the Village of Hamersville while on duty.
12. Unauthorized distribution or publication of literature in the workplace.
13. Physical/verbal intimidation or harassment of others.
14. Walking off the job without permission.
15. Not signing required Village documents. Example: performance evaluations, performance coaching for improvement. If the employee does not agree with performance, improvement coaching the employee must sign as accepted or signed under protest.
16. Misrepresentation or withholding pertinent facts in securing and maintaining employment with the Village of Hamersville.
17. Improper or unauthorized personal use of the Village's telephones, computers or any other Village owned property.
18. Violations of any policies and procedures and ethics of the Village.
19. Unauthorized posting or removal of notices on Village property.
20. Misuse or removal from the premises, without prior authorization, of Village records or confidential material of any nature.
21. Failing to report and/or investigate a building alarm or emergency call without just reasoning.
22. Illegal conduct or indecency on or off duty when such conduct could harm the reputation of the Village or its staff.

23. Representing personnel opinions as the official statement of the Village of Hamersville.
24. Failure to comply with the applicable provisions of the Ohio Ethics statute or the Village's policy/procedures regarding conflicts of interest.
25. Conviction of a felony or crime.
26. Not reporting fraud/waste/abuse as described on Auditors Website.
27. Falsification of payroll records, padding time or making false statements regarding work produced or hours worked, including leaving the job without the supervisor's written approval.
28. Working another job while absent from the Village of Hamersville on scheduled workdays or on sick leave.
29. Although the above are specific reasons for dismissal or disciplinary action, it is not an exhaustive list and there may be other reasons for dismissal or disciplinary action at the sole discretion of the Village Council.

The Village Council will determine the appropriate discipline to be applied to an employee for a violation of any work rules or policy violation of the Village.

Employment terminations may or may not be preceded by oral or written warnings or suspension of employment depending on the nature and severity of the offense and the employee's past performance and disciplinary history. Suspensions may be with or without pay at the discretion of the Village Council.

### **Discharge Reviews**

Non-police department employees who have been terminated from employment, with the Village of Hamersville, may file a written request for a review of termination decision the Village Council within (10) days of being informed of the termination. The Village Council will review the facts surrounding the employment termination and will issue a decision. The employee may submit a written statement of the reasons for the request for review. The majority decision of the Council shall be final. Following termination, employees should consult with the Village administrator regarding options potentially available under the law for continuation or conversion of their medical insurance.

**Employee Handbook receipt and Acknowledgement Form**

**To be retained in employee personnel file**

I acknowledge that I have received the Village of Hamersville Employee Handbook. I understand the policies in the Handbook do not constitute a contract, express or implied of any kind between myself and the Village of Hamersville. I understand that no oral statements modify the employment at-will relationship between myself and the Village of Hamersville. Should I ever leave employment with the Village of Hamersville, I agree to return all Village property in my possession and that the value of any property which I fail to return may be reduced from any pay due and owing to me. I further release the Village of Hamersville from any liability for providing a reference for me to any subsequent employer to whom I may hereafter apply for employment.

Employee Signature: \_\_\_\_\_

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

Witness Signature: \_\_\_\_\_