

Ordinance 2026-O-07

An Ordinance for the adoption of an updated version of the Employee Handbook for the Village of Bloomdale, Wood County, Ohio. This Ordinance, 2026-O-07, shall hence take precedence over the previous Ordinance, 1-O-17.

WHEREAS, the Village of Bloomdale Council has determined that an update is called for regarding the 2017 version of the Village of Bloomdale Employee Handbook; and

WHEREAS, the Village of Bloomdale Council's Handbook Committee has constructed the provisions of the updated Employee Handbook; and

WHEREAS, the Village of Bloomdale Council has reviewed the provisions of the updated Employee Handbook and has determined to adopt its provisions.

THEREFORE, be it resolved by the Council of the Village of Bloomdale, Wood County, Ohio:

Section 1. The Employee Handbook attached hereto is hereby adopted by the Council of the Village of Bloomdale.

Section 2. It is found and determined that all formal actions of Council concerning or relating to the passage of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of the Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the Village of Bloomdale and the State of Ohio.

WHEREFORE, this Ordinance shall take and be in full force immediately upon its passage and approval.

1st Reading: July 14, 26 2nd Reading: July 28, 26 3rd Reading: August 11, 26

ADOPTED DATE: August 11, 26

Bethany Vincent
Bethany Vincent, Mayor

Kathy Simon
Kathy Simon, President of Council

ATTEST: Ada Kitchen
Ada Kitchen, Fiscal Officer-Clerk

DATE: August 11, 26

VILLAGE OF BLOOMDALE EMPLOYEE HANDBOOK

Revised June, 2026

SECTION: 1.1

SUBJECT: INTRODUCTION

The purpose of this personnel policy manual is to provide a systematic approach to the establishment, implementation, and administration of the personnel policies and practices of the Village of Bloomdale. It is written, adopted, and interpreted exclusively by the village as the "Appointing Authority" upon recommendations of the Mayor, and is not subject to modification, change, or contrary interpretation by any employee representative organization except as may otherwise be specifically authorized and recognized by the laws of Constitution of the State of Ohio and federal government.

This manual is intended to be used to assist and guide the personnel in the day-to-day directions and performance of the general work force, so that a number of important and responsible goals may be achieved.

First, by implementing written personnel policies in a consistent and impartial manner, the goal is to promote the best possible working relationships and highest morale among employees.

Second, by providing the employees with fair and equal opportunities in their recruitment and advancement, by evaluating their services on the basis of merit and fitness, and by giving consideration to their needs and desires. The goal is to provide an employment atmosphere which increases the cooperation and productivity of the employees together with the prospect for career opportunities within the Village of Bloomdale.

Third, by providing dependable and courteous services to the residents of the village, the goal is to enhance the reputation and stature of the community.

SECTION: 1.2

SUBJECT: NEW PERSONNEL POLICY

The policies in this manual supersede all previous policies of the Village of Bloomdale written or unwritten, on subject matters written herein.

In the event that any part of this manual or any revision is held to be unenforceable due to judicial or legislative action; the remaining parts of the manual, to the extent that they will remain unaffected by such action, will continue in its full force and effect.

Each new employee of the Village of Bloomdale must complete a background check, a pre-employment physical and may be required to complete a random drug test at any time per request of the Mayor and/or Council.

SECTION: 1.3

SUBJECT: DISTRIBUTION AND REVISION

In order to effectively implement this policy manual and oversee its administration on a day-to-day basis, the following procedures will be taken:

First, a copy of this manual will be given to all employees of the Village of Bloomdale and all new employees hired subsequent to its adoption.

Second, the policies in this manual may be revised as deemed appropriate by the Village Council upon recommendations of the Mayor on an on-going basis. Any such policy revisions, together with the new effective date, will be forwarded to personnel who are expected to promptly replace the pre-existing policy as of its new effective date.

SECTION: 1.4

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

A commitment to equal opportunities as prescribed by laws and constitutions of the State of Ohio and federal government is reaffirmed herein.

Therefore, all personnel decisions and practices, including such areas as hiring, suspensions, terminations, layoffs, demotions, transfers and evaluations will be made without regard to race, color, religion, sex, national origin, handicap, age, or other unlawful bias. All applicants for employment and all employees of the Village of Bloomdale will be treated fairly and equitably based upon their respective merits, fitness and bonafide occupational qualifications.

SECTION: 2.1

SUBJECT: ADMINISTRATIVE RIGHTS

The Village of Bloomdale as the appointing authority and through its designated Administrator herein reserves all rights granted under the Ohio Revised Code, together with all other rights inherent by custom of practice.

In general, administrative rights include the following:

1. The right to manage through the implementation, amendment, deletion, or revision of policies and procedures with approval of the Mayor and Village Council.
2. The right to control the efficiency of operations through organization or reorganization of work methods or procedure; layoff or recall of employees due to operational or financial needs; and improvements in work methods, equipment, machinery and facilities.
3. The right to direct the work force through the determination of its size and number.

SECTION: 2.2

SUBJECT: EMPLOYEE ACCIDENTS

In the event of a job-related injury, the employee will be expected to immediately report the accident to his or her immediate supervisor and then complete a written statement as to the facts and circumstances surrounding the injury when physically capable of doing so. A drug test will be required to be

completed immediately upon any accident, but must be completed no later than 24 hours after.

If physically unable to complete the balance of the work day, the employee will be permitted to use accrued sick pay for the remainder of the day. Further absence may require the employee to apply for benefits under workers compensation.

SECTION: 2.3

SUBJECT: STAFF REDUCTION

In the event that services of staff members are no longer needed due to lack of work, lack of funds, reorganization or other operational efficiency, the Village reserves the right to lay off employees. Whenever possible, such reductions will be accomplished with attrition. However, if a layoff is determined to be necessary, employees will be retained on the basis of seniority provided they have the required qualifications for available positions at the same classification level.

Except in cases of operational emergency, affected employees will be provided at least seven calendar days advance notice of layoff.

SECTION: 3.1

SUBJECT: EMPLOYEE RIGHTS

All employees are entitled to various rights including, but not limited to, the following:

- A. The right to be treated and directed in a fair and impartial manner.
- B. The right to be evaluated and promoted in a non-discriminatory way, based upon merit and fitness.
- C. Employees only have the right to have grievances, complaints, and concerns addressed by the appointing authority in a systematic way.
- D. The right to work in a reasonably healthful and safe environment.
- E. Such other rights as may be afforded under the law and constitutions and the State of Ohio and Federal Government.

SECTION: 3.2

SUBJECT: PROFESSIONAL CONDUCT AND APPEARANCE

The primary purpose of the employees is to serve the public. In meeting these needs, the employees of the Village will be expected to conduct themselves in a professional businesslike way. As representatives of the Council, the employees are also expected to be prompt, efficient, and courteous in dealings with the public, whether directly or indirectly, and must refrain from unbecoming conduct and appearance. No alcohol or illegal drugs will be consumed during

normal work day or any utility vehicle be operated after any use of these substances during the normal work day. High-visibility vests or shirts are to be worn at all times. These standards apply to all employees.

SECTION: 3.3

SUBJECT: PUBLIC EMPLOYEE/ADMINISTRATOR ETHICS/CONFLICT OF INTEREST

In order to uphold the integrity of the Village of Bloomdale as well as to maintain the confidence of the public, it is essential that employees of the Village not use their position for personal gain. In order to achieve this goal, each employee must act in an ethical manner and avoid conflicts of interest.

No employee is to use an official position for personal gain, participate or indirectly participate in any activity in which is in conflict with official duties, or disclose confidential regarding the business of the council to private concerns for personal benefit.

No employee is to have an interest in or be employed by any private interest with which the Village does business or act as an agent for or render services on behalf of any private interest where such activities would be incompatible with the duties and responsibilities of such employee or the council.

Any employee found to be in violation of this section will be subject to possible disciplinary action up to, and including termination. Any employee who has questions regarding actions or activities that

might be in violation of this section should direct the inquiry to the Mayor or Council.

SECTION: 3.4

SUBJECT: PROBATIONARY PERIOD – 6 MONTHS

Each newly hired or newly promoted employee will be required to successfully complete a one hundred and eighty calendar day probationary period beginning with the date of appointment. An evaluation will be completed by the employee's immediate supervisor; and the Administrator by the Mayor.

The probationary period allows the management to closely observe and evaluate the fitness and suitability of an employee for the particular position appointed. Only those employees or Administrator who demonstrate an acceptable standard of conduct and performance during this period will be retained in their positions. If, at any time during the probationary period, a newly hired employee's service is determined to be such that it does not merit further employment, he or she may be terminated without right of appeal.

Time spent on inactive pay status or non-paid leave of absence will not be counted toward the completion of the probationary period.

The failure of any employee to complete a promotional probationary period due to unsatisfactory performance will result in the returning of the employee to his or her same or similar position prior to the promotion at the former rate of pay.

Probationary periods may be extended as situations warrant upon the recommendation of the supervisor approval and approval of the Mayor and Council. An employee of the Village who has completed the probationary period but whose performance has deteriorated to the point where it is no longer satisfactory may be placed back on probation upon the recommendation of the supervisor and approval of the Mayor and Council.

SECTION: 3.5

SUBJECT: ABSENTEEISM AND TARDINESS

Employees who are unable to report for a regularly assigned work day are required to notify Mayor of such absence and the reason for it prior to the start of the scheduled shift.

Employees who are tardy or otherwise have an unexcused absence from work or who abuse specified lunch and break periods will be subject to appropriate pay deductions. Employees who do not properly give notice of their absence or who have habitual problems in these areas of tardiness or absenteeism will be subject to potential disciplinary action.

If the employee should use accrued sick or vacation time proper notice is to be given and documentation must be communicated to the Mayor.

All employee absence without leave or notification for three work days may be considered to have abandoned employment and will be subject to termination.

Time Clock

It is a requirement that each employee must “clock in” and “clock out” at the start of their shift, during their lunch breaks, and at the end of their shift.

Each shift will be started by clocking in, no more than 6 minutes prior to, and no more than 6 minutes after the scheduled start time. This will also include missed punches (failure to punch in/out for day or lunch break) and leaving before the end of scheduled shift unless authorized by Mayor. Failure to do so will result in the following action:

3 times tardy: written write up

6 times tardy: 3 days suspension with no pay

9 times tardy: termination

This schedule is over a one-year period.

If an employee is unable to clock in or out because of time clock malfunction it is the employee’s responsibility to immediately inform Mayor or Fiscal Officer-Clerk and complete a manual time sheet so that the missing punch can be manually entered to the employee time sheet.

SECTION: 3.6

SUBJECT: OUTSIDE EMPLOYMENT

For the purpose of this provision, “full-time employee” shall not include volunteer members of the Fire Department.

No full-time employee or Administrator is to have outside employment which conflicts in any manner with the employee's ability to properly and efficiently perform his or her duties and responsibilities with the Village of Bloomdale in accordance with the policies and operational objectives of the Village Council. In addition, full-time employees of the Village of Bloomdale are required to consider employment by the Village to be their PRIMARY occupation which is to take precedence over any other outside employment which the employees or Administrator may have.

SECTION: 3.7

SUBJECT: DISCIPLINARY PROCEDURE

Disciplinary action such as reduction in pay or position, suspension or removal may be taken against an employee or Administrator for grounds which include the following: incompetency, inefficiency, dishonesty, alcohol or drug abuse, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, misfeasance, malfeasance, nonfeasance, or other failure of good behavior.

In the event that disciplinary action must be taken against an employee or Administrator, it will be for just cause in a progressive manner in an attempt to correct an employee's behavior, except in those cases of gross misconduct where an employee may be subject to removal from employment. Progressive discipline may include one or more verbal warnings, written reprimands, suspension without pay and demotions in pay and/or position prior to final discharge. In

determining the appropriate level of progressive discipline, the following will be taken into account: the nature of the offense or violation, the employee's or Administrator's prior disciplinary record, and the employee's or Administrator's prior record of performance and conduct.

In cases of written reprimand or reduction in pay or position, an employee may file a grievance at step 2 of the Complaint and Grievance Procedure.

In cases of possible suspension or termination an employee or Administrator will be advised of the nature of the charges, given the opportunity to present evidence and witnesses on his or her behalf in a hearing before the Village Council or their designated representative, and may be represented by another employee or interested party if so requested prior to any disciplinary action being taken.

A copy of any written disciplinary action will be given to the affected employee or Administrator and will also be placed in the affected employee's or Administrator's personnel file.

SECTION: 3.8

SUBJECT: RESIGNATION

In the event that an employee intends to resign, he or she must notify the Mayor in writing. Administrative and professional personnel are required to give such notification at least thirty (30) calendar days in advance of the effective date of resignation. The Village Council at its discretion, may accept the resignation immediately.

SECTION: 3.9

SUBJECT: NO SOLICITATION/NO DISTRIBUTION

This policy is designed to protect the interests of the citizens of Bloomdale by ensuring that only official Village business is transacted in the work area during employee work time.

Non-Employee Solicitation and distribution: There is to be no solicitation or distribution by non-employees at any time on Village premises or in any work area. This section does not apply to vendors as defined in the definition portion of this section.

Employee No-Solicitation Rule: There is to be no solicitation or distribution by employees of any other employee or non-employees during working time. Employees may solicit other employees during non-working time in work areas, and during non-working time in non-working areas.

Employee No-Distribution Rules: There is to be no distribution during working or non-working time in work areas. Employees may distribute goods and written materials during non-working times and in non-working areas.

SECTION: 4.1

SUBJECT: HOURS OF WORK

The hours of work, including the work day and work week, for all employees shall be as established by the Mayor and Council.

Generally, the work day will be for eight hours on shifts as set by the Administrator and the work week will be for forty hours during the period from 12:01 a.m. Sunday to 11:59 p.m. Saturday. Operational needs or emergencies, however, may necessitate the establishment of other work hours, days or week on a temporary or permanent basis.

All full-time employees working a minimum eight hours work day will receive a 30-minute non-paid lunch period, to be taken on a time dependent upon employee's responsibilities and day-to-day assignments.

A break period of fifteen minutes may be taken during the first half and the second half of a shift if an employee is working a minimum eight-hour work day.

All employees will start their work duties at these established starting times and work until these established end times.

Pay days shall be on the first and sixteenth of every month except when a holiday or weekend may be in conflict. If a pay day falls on a holiday or weekend, then pay day will be on the previous business day.

In order to be paid for allowable time off, a pay request must be submitted to the Mayor for approval with the original copy retained by the employee, one (1) copy given to the Mayor, and one (1) copy given to the Fiscal Officer-Clerk for accounting purposes.

Notice for personal days must be given 24 hours in advance by the employee unless there are extenuating circumstances. Vacation days must be given 10 days prior to anticipated time off. Determination for approval will be made by the Mayor as conditions warrant.

Pay for sick days should be requested upon the immediate return of the employee (same day).

SECTION: 4.2

SUBJECT: OVERTIME

Overtime pay will be paid to full time employees for time in accordance with the Fair Labor Standards Act and at a rate of one and one-half times the employee's base rate of pay. This is for hourly employees only and does not apply to salary positions. For purposes of overtime calculation, paid vacation, holidays, sick leave, or other paid time off will be included as time worked.

Full-time employees will not be paid for work done before their designated starting times or after their designated quitting times without express approval of their supervisor. In any case, no overtime hours are to be worked at any time prior to advance authorization from the supervisor.

For full-time employees, compensatory time is not allowed in lieu of overtime pay except when it is given during the same work week or the same two week pay period, and then only at a rate of 1-hour compensatory time per overtime hours worked.

SECTION: 4.3

SUBJECT: SICK LEAVE

ALL FULL-TIME UTILITY EMPLOYEES AND SHALL BE ENTITLED TO SICK LEAVE IN ACCORDANCE WITH THE FOLLOWING:

A: ACCUMULATION: Each employee is entitled for each completed eighty hours of service to sick leave of four and six-tenths hours of pay, and unused sick leave may be accumulated.

An employee who transfers from one Ohio Public Employer to another is to be credited with the unused balance of accumulated sick leave.

B: USE: Sick leave may be used by employees and upon approval of The Mayor/Council for absences due to the following:

1. Illness, injury, or pregnancy related condition of the employee.
2. Exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of other employees.
3. Examination of the employee, including medical, psychological, dental, or optical examination by an appropriate practitioner.
4. Death of a person not a member of the employee's immediate family. (one day)
5. Illness, injury, or pregnancy related condition of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare or the employee or affected family member.

SECTION: 4.3A

SUBJECT: SICK LEAVE NOTIFICATION

- A. EMPLOYEE NOTIFICATION: When an employee is unable to report to work due to an illness or other acceptable sick leave reason, he or she must notify the immediate supervisor of such reason as reasonably in advance of the absence as possible but in no event later than the start of the employee's shift. An employee must continue such notification each succeeding day of absence except in cases of prolonged illness or absence where the employee has been granted a set period of leave. Failure of an employee to make proper notification may result in denial of sick leave and/or appropriate disciplinary action.

- B. WRITTEN STATEMENT: In order to justify the use of sick leave, an employee must submit a satisfactory written signed statement. If medical attention is required or if absence due to illness is for more than three (3) consecutive work days, an employee must submit a certificate from a licensed physician stating the nature of the illness and the specific date(s) the employee was under physician care.

- C. SICK LEAVE ABUSE: Application by an employee for sick leave through fraud or dishonesty will result in denial of such leave together with disciplinary action up to and including dismissal. Patterns of sick leave usage immediately prior to subsequent to holidays, vacation, days off and/or weekends or excessive sick

leave may result in sick leave denial and appropriate disciplinary action.

- D. CONVERSION UPON RETIREMENT OR DEATH: An employee at the time of retirement (or death) from active service with the Village will be paid one-half (1/2) the value of the accrued but unused sick leave credit up to a maximum accumulation of one hundred and twenty days based upon the rate of pay at the time of retirement and not to exceed sixty days.

SECTION: 4.4

SUBJECT: VACATION

After one (1) year of continuous service each full-time employee shall be entitled to one (1) week of paid vacation. After three (3) years of continuous service each full-time employee shall be entitled to two (2) weeks of paid vacation. After seven (7) years of continuous service each full-time employee shall be entitled to three (3) weeks paid of vacation. After fifteen (15) years of continuous service each full-time employee shall be entitled to four (4) weeks paid vacation. The maximum available earned vacation benefit shall be four (4) weeks of paid vacation.

Any vacation days a full-time employee has earned, anniversary-to-anniversary, and has not redeemed, shall be carried-over into the next year, anniversary-to-anniversary, with a maximum of five (5) days carry-over allowed.

Upon death, retirement, resignation, or termination, any earned and unredeemed vacation days shall be paid out on the final pay-period check.

SECTION: 4.5

SUBJECT: PERSONAL DAYS

After one (1) year of continuous service each employee shall be entitled to two (2) paid personal days off per year.

SECTION: 4.6

SUBJECT: HOLIDAYS

Each employee shall be entitled to the following paid holidays: New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day.

SECTION: 4.7

SUBJECT: FUNERAL LEAVE

Each employee shall be entitled to five (5) funeral days with pay, in the event of the death of any of the following: Father, mother, wife, child or children, mother-in-law, father-in-law, brother-in-law, sister-in-law, brother, sister, either grandparent or grandchildren.

SECTION: 4.8

SUBJECT: MATERNITY LEAVE

Any female employee may submit a written request for a maternity leave of absence without pay to the Administrator and must include a physician's statement as to anticipated delivery date and/or date of recovery. Such leave may be granted through the first thirty-one days after the delivery of child, upon medical grounds due to complications on the part of the mother arising from pregnancy and/or childbirth, provided that the total length of the leave of absence does not exceed twenty-six weeks. Male employees who wish to take time off work during the prenatal and postnatal periods to be with their spouse may request leave without pay if they have exhausted sick leave and vacation provisions.

SECTION: 4.9

SUBJECT: DISABILITY LEAVE

A disability leave without pay may be granted upon the recommendation of the Mayor and Council.

When an employee is physically or mentally unable to perform all of the material duties and responsibilities of a position and has exhausted all accumulated sick leave and vacation. Such requests must be submitted in writing to the Mayor and brought to the Mayor and Council together with a written statement from a licensed physician identifying the nature and expected length of incapacitation. It should be noted that if a Bloomdale Fire Department Volunteer needs a

medical leave, that request will come to the Mayor and Council via the Fire Department Chief.

If the disability continues beyond fourteen weeks, the employee may be granted a further leave in increments of one week upon submission of additional physician statements. An employee on disability leave pursuant to this section may be required by the Administrator at its expense to submit to an examination by a physician of its choosing in order to further determine the employee's condition and/or anticipated date of recovery. Upon written certification by a physician that an employee is physically or mentally capable of returning to work and performing all of the material duties and responsibilities of a position, the employee will be reinstated to the same or similar position. Disability leaves under this section are in no event to be granted for a period in excess of one year.

SECTION: 4.9A

SUBJECT: LEAVE OF ABSENCE

The granting of any leave of absence without pay is at the discretion of the Mayor and Council and dependent upon the nature of the request and the operational needs of the Village. Employees on leaves of absence without pay cease to accrue sick leave, personal leave, vacation time, and holiday benefits. Employees returning from authorized leaves of absence will be placed in their same or similar position and their seniority accumulation will not have been affected. Failure to return to duty from a leave of absence shall be cause for termination. Leave time not being used for its stated and requested

purpose will be immediately canceled with the employee being subject to potential disciplinary action.

FMLA leave provides you with time away from work so that you or your family members can receive medical treatment and/or recover from medical treatment, injury, or disability. This includes disabilities, pregnancy, childbirth, or other serious medical conditions, to care for a child after childbirth or adoption, to care for a child, spouse, or parent who has a serious medical condition, or to take care of certain needs when a spouse, child, or parent is called to active military duty.

LEAVE REQUIREMENT:

Each Village employee is eligible for FMLA leave after completing twelve (12) months continuous employment with the Village.

Village employee shall be entitled to a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period. Any sick/vacation time previously accrued may be used to cover the leave.

SECTION: 4.10

SUBJECT: COURT LEAVE

An employee is eligible for paid leave during regularly scheduled working hours if subpoenaed to court as a witness or for jury duty. The Village will add to any compensation received by the employee from the court for services rendered during normal working hours up to the level of the employee's regular rate of pay.

In order to be eligible for such payment, the affected employee must notify the immediate supervisor within a reasonable time after receiving the court notice and must submit a written statement from an appropriate court official which states the date(s) and times the employee served and the total amount of pay shall be endorsed over to the village. An employee is expected to return to work upon release from court duty for any remaining hours of a shift.

Employees are not entitled to paid court leave for appearance in personal criminal or civil cases. Such absences must be scheduled in advance through the employee's supervisor and may be taken as personal leave, vacation, or leave without pay.

SECTION: 4.11

SUBJECT: COMPENSATION AND INSURANCE

The Village currently offers no health insurance benefits.

SECTION: 4.12

SUBJECT: RETIREMENT

All full-time employees of the Village of Bloomdale are required to participate in the Ohio Public Employees Retirement System (PERS) or The Police and Fireman's Disability Pension Fund. Further information may be requested by writing to the following:

Public Employees Retirement System

277 East Town Street

Columbus, Ohio 43215

Or

The Police and Fireman's Disability and Pension Fund

230 East Town Street

Columbus, Ohio 43215

Any employee giving consideration to retirement is encouraged to notify the administration at least ninety (90) days in advance of the anticipated effect date so that appropriate application may be made.

SECTION: 4.13

SUBJECT: DISTRIBUTION AND REVISION

In order to effectively implement this policy manual and oversee its administration on a day-to-day basis, the following procedures will be taken:

First, a copy of this manual will be given to all current employees of The Village of Bloomdale and all new employees hired subsequent to its adoption.

Second, the policies in this manual will be reviewed annually and may be revised as deemed appropriate by Village Council upon recommendation of the Mayor and Council on an ongoing basis. Any such policy revision, together with new effective date, will be forwarded to personnel who are expected to promptly replace the pre-existing policy with the revised policy as of its effective date.

SECTION: 4.14

SUBJECT: HEALTH AND SAFETY

The Village of Bloomdale will attempt to provide the most safe and healthful working conditions possible for all employees. In order to assist the Village in this goal, it is necessary for all employees to follow appropriate and accepted safety practices and to be observant of potential hazards in their work environment.

In the event that employees feel an unsafe or hazardous condition exist within the workplace or if employees are injured during the course of their employment, they are expected to report such in writing to the Administrator or his/her designated representative as soon as possible after its discovery.

Proposed Village Cell Phone Policy

POLICY: It shall be the policy of The Village of Bloomdale to comply with applicable federal laws regarding cell phone use and to limit its use, including voice, text, email, and/or internet use for business purposes only. In compliance with these issues, the following guidelines will be adhered to:

PURPOSE: This policy serves to state the position of The Village of Bloomdale relative to cell phone usage of village cell phones by unauthorized personnel, proper use of voice, text, and internet/email usage by village employees, and to safeguard village phones and calling plans purchased by the village.

PROCEDURES:

1. Village cell phones are not for personal use by village employees. Their use is limited to tasks and communications necessary for the performance of an employee's duties and responsibilities.
2. Requests for additional cell phone services and features and/or capabilities may be made to the Village Council for approval. If approved, any and all changes will be purchased by and registered to The Village of Bloomdale.
3. Software loaded on individual cell phones is subject to review at any time, and unauthorized items will be removed.
4. No unauthorized personnel are to be allowed to access or to use village cell phones.
5. The Village cell phone/email system is the property of The Village of Bloomdale and is intended for the furtherance of official business for the Village. Messages transmitted, received or relayed by the phone/mail/text/email system are messages and property of The Village.
6. All messages sent on the phone mail/text/email system are viewed as Village of Bloomdale messages and **not** personal, confidential messages of the employee.
7. The supervisory staff of The Village of Bloomdale has the right to access the Village cell phone mail/text/email system and review, copy, delete, or disclose any message.
8. Passwords will be used to gain access to the phone mail/text/email system for the purpose of protecting the integrity of The Village of Bloomdale.

9. Cell phone main/text/email messages are the intellectual property of The Village of Bloomdale, not of the employees, and must pertain only to Village business.
10. Passwords will be changed frequently to avoid unauthorized access.
11. No information protected by copyright laws, including software, will be sent or copied via Village cell phones.
12. All messages on the phone mail/text/email system are to be business-like. There will be no tolerance for using the system for personal messages or for those which contain profanity, vulgarity, and/or harassing or defamatory language.
13. Items subject to theft such as cell phones require extra diligence in safeguarding them when they are removed from the confines of Village offices and areas. Following are guidelines to be followed when a cell phone is carried outside of Village offices and areas.
14. Cell phones should be carried with the employee at all times when possible.
15. When traveling by air, always carry the cell phone with you. Never pack a cell phone in your baggage and never put the cell phone inside another case checked as baggage.
16. Always hand carry the cell phone with you when traveling to and from the airport. Don't put it in the trunk of a cab or inside your baggage on the rack of an airport shuttle.
17. Cell phones shall be under the control of the person to whom they have been assigned. However, they can be surrendered to properly authorized Village officials in order to conduct Village affairs.

Proposed Village Computer Policy

POLICY: It shall be the policy of the Village of Bloomdale to comply with applicable federal laws regarding electronic communications and software copyright regulations, to safeguard the Village from computer virus infections, and to limit internet use for business purposes only. In compliance with these issues, the following guidelines will be adhered to:

PURPOSE: This policy serves to state the position of the Village of Bloomdale relative to computer software, usage of Village computers by unauthorized personnel, proper internet/e-mail usage, and safeguarding of laptop computers.

PROCEDURES:

1. In compliance with software piracy laws, no software from the Village may be removed from the premises or copied for personal use. No software may be brought to Village offices and installed on Village owned computers without the express written permission of the proper Village official. When such permission is obtained, the software will be installed by a qualified individual in accordance with licensing agreements only.
2. Requests for new software beneficial to the mission of the Village may be made to the Village Council or an appointed designee. If approved, the software will be purchased and registered to the Village of Bloomdale.
3. Software loaded on individual computers is subject to review at any time, and unauthorized will be removed.

4. No unauthorized personnel are to be allowed to access or use Village computers either in Village offices or in homes of Village employees.
5. The e-mail system is the property of the Village of Bloomdale and is intended for the furtherance of official business for the Village. Messages transmitted or received by the e-mail system are messages and property of the Village.
6. All messages sent on the e-mail system are viewed as Village of Bloomdale messages and not personal, confidential messages of the employee.
7. The supervisory staff of the Village of Bloomdale has the right to enter the Village e-mail system and review, copy, delete, or disclose any message.
8. Passwords will be used to gain access to the e-mail system for the purpose of protecting the integrity of the Village of Bloomdale.
9. E-mail messages are the intellectual property of the Village of Bloomdale, not the employees, and must pertain only to the Village business.
10. E-mail messages should not be left on the computer screen when the employee is away from his/her desk or work station, in order to protect Village proprietary information.
11. Passwords will be changed frequently to avoid unauthorized access.
12. No information protected by copyright laws, including software, will be sent or copied via e-mail.
13. All messages on the e-mail system are to be business-like. There will be no tolerance for using the system for personal

messages of for those which contain profanity, vulgarity, and/or harassing or defamatory language.

14. All personnel who use the Village internet service shall use the service for official business only.
15. Items subject to theft such as laptop computers require extra diligence in safeguarding them when they are removed from the confines of Village offices and areas. Following are guidelines to be followed when a laptop is carried outside of Village offices and areas.
16. Always carry the laptop in its specially padded carrying case.
17. When traveling by air, always carry the laptop on the airplane. Never check the laptop as baggage and never put the laptop inside another case checked as baggage. The only exception to this is that a laptop can be shipped in a special shipping container with padded foam for shipping sensitive items. That case is specially constructed and designed to house sensitive electronic equipment.
18. Always hand carry the laptop when traveling to and from the airport. Don't put it in the trunk of a cab or on the rack of an airport shuttle.
19. If you have the need to carry one of the computers home to work on Village projects, the computer must be carried to and from the office on a daily basis during the work week. Under no circumstances will Village of Bloomdale property be left at your residence while you are at work.
20. Laptop computers are assigned individually.

Village of Bloomdale

Addendum to Employee Handbook

Revised April, 2025

Social Media Policy

The term "social media" includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, or a chat room, whether or not associated or affiliated with the Village of Bloomdale as well as any other form of electronic communication. The same principles and guidelines found in the Village of Bloomdale rules, policies and procedures apply to an employee's social media activities online.

Any conduct that adversely affects an employee's job performance or the performance of fellow employees, or otherwise adversely affects the Village of Bloomdale's legitimate business interests, may result in disciplinary action, up to and including termination. Similarly, inappropriate postings, including but not limited to discriminatory remarks, harassment, and threats of violence, or similar inappropriate or unlawful conduct, will not be tolerated and may result in disciplinary action, up to and including termination. However, this restriction will not apply to any postings made in the exercise of any rights granted to an employee by federal law.

Telephone Policy

Access to the Village of Bloomdale telephone system is given principally for work-related activities or approved educational/training activities. Incidental and occasional personal use is permitted. This privilege should not be abused and must not affect the employee's performance of employment-related activities. Telephone usage should be based upon cost-effective practices that support the Village of Bloomdale's mission and should comply with applicable rules and regulations.

You should use common sense and your best judgment when making or receiving personal cellular phone calls at work. To the extent possible, employees should make personal cellphone calls during their breaks or lunchtime. The use of cameras on cell phones during work hours is prohibited to protect the privacy of the Village of Bloomdale as well as of fellow employees. However, this restriction will not apply to any recordings made in the exercise of any rights granted to an employee by federal law.

The Company telephone system is, at all times, the property of the Company. By accessing the telephone system through facilities provided by the Village of Bloomdale, you acknowledge that the Village of Bloomdale has the right to monitor its telephone system from time to time to ensure that

employees are using the system for its intended purposes.

The Village of Bloomdale prohibits the use of handheld cellular devices while driving. Employees are strongly encouraged to use a hands-free cellular device while driving, should the use become a necessity in the course of employment. Sending and/or receiving text messages is expressly prohibited while operating any vehicle.

Internet Policy

Access to the internet is given principally for work-related activities or approved educational/training activities. Incidental and occasional personal use and study use is permitted. This privilege should not be abused and must not affect the employee's performance of employment-related activities.

Right to Monitor

The Village of Bloomdale email and internet system is, at all times, the property of the Village of Bloomdale. It is understood and agreed that employees have no expectation of privacy when using these systems. By accessing the internet, intranet and electronic mail services through facilities provided by the Village of Bloomdale, you acknowledge that the Village of Bloomdale (by itself or through its Internet Service Provider) may from time-to-time monitor, log and gather statistics on employee internet activity and may examine all individual connections and communications. Please note that the Village of Bloomdale uses email filters to block spam and computer viruses. These filters may from time to time block legitimate email messages.

Responsibilities and Obligations

Employees may not access, download or distribute material that is illegal, or which others may find offensive or objectionable, such as material that is pornographic, discriminatory, harassing, or an incitement to violence.

You must respect and comply with copyright, trademark and similar laws, and use such protected information in compliance with applicable legal standards. When using web-based sources, you must provide appropriate attribution and citation of information to the websites. Software must not be downloaded from the internet without the prior approval of qualified persons within the Village of Bloomdale.

Violation of this Policy

In all circumstances, use of internet access and email systems must be consistent with the law and Village of Bloomdale policies. Violation of this policy is a serious offense and, subject to the requirements of the law, may result in a range of sanctions, from restriction of access to electronic communication facilities to disciplinary action, up to and including termination.

Smoking Policy (Ohio)

In order to provide a safe and comfortable working environment for all employees, smoking is strictly prohibited at all times inside any Village of Bloomdale building or enclosed space. Employees who smoke outside the building must ensure that smoke does not enter the building through entrances, windows, ventilation systems or other means.

Drug-Free Workspace Policy

The Village of Bloomdale takes the problem of drug and alcohol abuse seriously and is committed to providing a substance abuse-free workplace for its employees. Substance abuse of any kind is inconsistent with the behavior expected of our employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines our ability to operate effectively and efficiently.

Substance Abuse Policy

The Village of Bloomdale recognizes alcohol and drug abuse as potential health, safety and security problems. The Village of Bloomdale expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment, and violations of the policy may lead to discipline and/or discharge.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution or purchase of illicit drugs, alcohol or other intoxicants, as well as the misuse of prescription drugs on Village of Bloomdale premises or at any time and any place during working hours. While we cannot control your behavior off the premises on your own time, we certainly encourage you to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may ask your immediate supervisor or designated manager for assistance in seeking help to address substance abuse.

When work performance is impaired, admission to or use of a treatment or other program does not preclude appropriate action by the Village of Bloomdale.

Any violator of this substance abuse policy will be subject to disciplinary action up to and including termination of employment.

Acknowledgement of Receipt

I acknowledge that I have received a copy of the Village of Bloomdale's Employee Handbook. I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook as well as all other policies and procedures of the Village of Bloomdale.

I also understand that the purpose of this Handbook is to inform me of the Village of Bloomdale's policies and procedures, and that it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any Village of Bloomdale employee, nor is it intended to create contractual obligations of any kind.

I understand that the Village of Bloomdale has the right to change any provision of this Handbook at any time and that I will be bound by any such changes. I agree to use alternative dispute resolution, in lieu of litigation, as the sole means of resolving any dispute that may arise between the Village of Bloomdale and me, subject to the Village of Bloomdale's right to seek injunctive relief. I agree to first seek to mediate any dispute with the Village of Bloomdale with a mediator from the American Arbitration Association or similar organization trained and experienced in employment disputes. If mediation is not successful, I agree to submit the dispute to arbitration. I understand that by agreeing to arbitration I waive any right I may have to sue or seek a jury trial. The decision of the arbitrator will be final and binding.

Signature

Date

Full Name (please print)

Please sign and date one copy of this acknowledgement and return. Retain a second copy for your reference.

Acknowledgement of Receipt

I acknowledge that I have received a copy of the Village of Bloomdale's Employee Handbook. I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook as well as all other policies and procedures of the Village of Bloomdale.

I also understand that the purpose of this Handbook is to inform me of the Village of Bloomdale's policies and procedures, and that it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any Village of Bloomdale employee, nor is it intended to create contractual obligations of any kind.

I understand that the Village of Bloomdale has the right to change any provision of this Handbook at any time and that I will be bound by any such changes. I agree to use alternative dispute resolution, in lieu of litigation, as the sole means of resolving any dispute that may arise between the Village of Bloomdale and me, subject to the Village of Bloomdale's right to seek injunctive relief. I agree to first seek to mediate any dispute with the Village of Bloomdale with a mediator from the American Arbitration Association or similar organization trained and experienced in employment disputes. If mediation is not successful, I agree to submit the dispute to arbitration. I understand that by agreeing to arbitration I waive any right I may have to sue or seek a jury trial. The decision of the arbitrator will be final and binding.

Signature

Date

Full Name (please print)

Please sign and date one copy of this acknowledgement and return. Retain a second copy for your reference.