

VILLAGE OF NEWCOMERSTOWN

Resolution No. 30-2025

PASSED: December 15, 2025

RESOLUTION ADOPTING THE UPDATED EMPLOYEE HANDBOOK FOR THE VILLAGE OF NEWCOMERSTOWN AND DECLARING AN EMERGENCY.

WHEREAS, the Village of Newcomerstown maintains an Employee Handbook that outlines policies, procedures, and expectations for all village employees; and

WHEREAS, the Handbook has been reviewed and updated to ensure compliance with current laws, best practices, and operational needs of the Village; and

WHEREAS, the only changes to the Employee Handbook include the addition or revision of the following policies and sections:

1. Cyber Security Policy (Section 6.14)
2. Tax Exemption Policy (Section 6.16)
3. Whistleblower Policy (Section 6.9)

4. Uniform Allowance Policy (Section 4.3) – updated to require completion of the employee's probationary period and six (6) months of employment before becoming eligible; and

WHEREAS, Council finds that adoption of the updated Employee Handbook is in the best interest of the Village and necessary for the efficient and consistent administration of personnel policies.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Newcomerstown, Tuscarawas County, Ohio:

Section 1. The Village of Newcomerstown hereby adopts the Updated Employee Handbook, including the revised policies listed above and their corresponding sections. Said Handbook shall become effective immediately upon passage of this Resolution unless otherwise noted within the policies themselves.

Section 2. All employees of the Village of Newcomerstown are subject to the policies and procedures contained in the updated Handbook, and employees shall be provided access to the updated version.

Section 3. All prior versions of the Employee Handbook, or portions thereof that are inconsistent with the newly adopted Handbook, are hereby repealed or superseded.

Section 4. This Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, and safety of the Village, to ensure

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timely implementation of required personnel policies. Therefore, this Resolution shall take effect and be in force immediately upon its passage.

Passed this ___ day of _____, 2025.

Mayor Pat Cadle

Fiscal Officer Lisa Spillman

Approved as to form:

Mark Perlaky