

Human Resources – 3/4/16 – 7:45 am

Present: John Dishong, Mike Carroll & Danielle Romanowski

- Plow/car accident – Wednesday 3/2/16
 - Submitted to insurance
- Tuition Reimbursement – Danielle
 - On 3/15/16 Bills List
- Employee Training
 - Ethics Training – to be rescheduled
 - Deferred Comp – Monday meeting to gauge interest
 - If interest – intro ordinance at 3/28/16 meeting
 - Safety Meeting – in February – cell phone use
 - Active Shooter – Chief and I to set up a session for employees
 - Drug Free Safety training – in summer
 - Fiscal Officer (FO)
 - Safety Expo – Columbus March 9-11
 - Local Govt Officials – Columbus, March 23-24
 - Lean Ohio Bootcamp – Wickliffe, March 29-31, April 6-7
- BWC inspection – Good review
 - Report from BWC and notes from FO to committee for review
 - Clarify with employees it was not OSHA
 - I requested walk through – it was not to target – but to get insight of areas we should look and any items we need to address
 - Employees were very open inspection and recommendations
 - Write policy for ear muffs, long pants, no cell phones, safety glasses
 - Job descriptions
 - Should address what equipment they operate
 - Employees also need to demonstrate they can operate that equipment
- Job Descriptions – later in year after handbook
 - Recommendations from BWC
 - Fiscal Officer, Administrative Assistant were never adopted
 - Building Inspector and Part-time secretary – possibly need to be amended?
 - Street Commissioner oversight
- Administrative Assistant
 - 2-year catch up
 - Skillset
 - Cemetery not as involved as anticipated
 - Assistance to other departments
 - Building Department requesting more support
 - Good insight into need
 - Learn job

- Inspections
 - Basement flooding
 - Release – November; not inspected

- Employee Handbook
 - Now requiring comp time/flex time accounting
 - Ask call out takes 2.5 hours on average – callout 4 hours OT – other communities 2 hour – not always OT, depending on hours for week
 - Is callout different than meeting?
 - PD have quarterly meetings – pay 4 hour callout – that’s OT
 - Jennell cover for PC or ZBA meeting, 4 hour callout?
 - If OT is changed to 40 hours in week, could alleviate some issues and offer flexibility
 - Vacation coverage carryover – must use within 1st quarter?
 - 1st quarter busy – use throughout year
 - Uniform Reimbursement
 - Part-time working 60 hours gets same amount of reimbursement as one putting in 900 hours
 - Misc summary list for proposed draft employee handbook

- Follow up HR meeting date: _____

Employee Handbook – Revision Notes
3/3/16

Yellow highlighted areas are things I added or changed

Blue highlighted areas are items that still need to be decided

Table of Contents will be updated with correct page numbers once the revisions are finalized

- Page iii – Mission Statement
 - May have to amend this if there are any changes during the Strategic Planning meeting
- Page vi – Added Ethics - ORC 2921.42 reference
 - Added due to recent issue with employee also being a contractor
- Page 2 – Cell Phone policy
 - I added policy to try to address issue with employees abusing cell phones during working hours
 - No cell phones while driving
- Page 2 – Social Media
 - John is to get the AT&T policy for reference
- Page 2 – Gifts
 - Need to address employees not accepting gifts – Mike to get sample from Lyndhurst
- Page 3 and 4 – Voice Mail, E-Mail
 - Same policy as previous only removed cell phones as those are no longer owned by the village
 - Moved from back of book to policy section of handbook
- Page 5 – Safety shoe reimbursement
 - Changed from \$75 to \$125
 - Added once position is designated as requiring safety shoes, must be worn
- Page 6 – Uniform/Clothing Allowance
 - From research done, shorts should not be permitted. Village supplies funding for Police Department employees to purchase their uniforms which are approved by the Chief. The Village pays for Service Department uniforms which consist of long sleeve button up work shirts, various styles of safety green shirts and long pants. Uniform attire should be required.
- Page 6 – Part-time uniform reimbursement
 - Part time employee uniform reimbursement should be tied to hours worked as stated in old policy. Village currently purchases over the allotted amount for first year to get employee set up – if not working many hours, reimbursement on following years should be paid accordingly.
- Page 6 – Introductory Period
 - Added that introductory period is an instructional period with meetings between employee and the department head to review skills, give direction, ask questions. I thought it would be beneficial to give Department Heads some accountability

and procedures to follow during this probationary period to make sure there is thorough training and open communication

- Page 8 – Payroll Accountability
 - Hour tracking should be submitted to Fiscal Officer each pay period for the record
- Page 9 –
 - Part-time cannot work more than 30 hours per week
 - Added because with Obamacare, employees working over hours per week must be offered healthcare.
 - May need to revise SRV codified ordinances to reflect this
- Page 9 – Overtime
 - Per original handbook, overtime is based on hours worked in a day, however added overtime is based on hours *worked*, not hours *paid* (per federal regulations). Eg; cannot take a half day off vacation or sick and then come in to plow for 8 hours and get overtime – those 8 hours would be straight time.
 - Federal requirement is only 40 hours in a week. If the Village opted to change to 40 hours in a week, would give more flexibility if needed.
- Page 9 – Accumulation of Comp Time
 - Added clarification of comp time accrual
 - Added that if times are slow, supervisor and use comp time at his/her discretion to send an employee home
- Page 11 – Employee Performance Appraisals
 - Currently the only department doing them is the Police Department. Consideration was given that each department do evaluations annually.
- Page 13 – Group I Offenses
 - Added requiring personal protective equipment
 - Added excessive use of cell phone during working hours
 - Should we change the disciplinary steps? Original had 5 offense levels, some other option have 4 levels:
 - Old:
- Appropriate disciplinary action for Group 1 offenses include:
 -
 - **First Offense:** Verbal instruction and warning
 - **Second Offense:** Written reprimand
 - **Third Offense:** Written documentation and one (1) to three (3) day suspension without pay
 -
 - **Fourth Offense:** Written documentation and five (5) to fifteen (15) day suspension without pay
 -
 - **Fifth Offense:** Discharge

Other options:

- First Offense: Documented verbal counseling
- Second Offense: Written warning
- Third Offense: Final written warning
- Fourth Offense: Discharge

- Page 14 – Changed to positive alcohol and/or marijuana test
 - Old handbook gave an actual alcohol level. Changed to positive alcohol test which will be defined by our drug free work place policy
- Page 19 – Vacation eligibility
 - Clarified when eligible to take vacation per village ordinance
 - Currently allowed to carryover to first quarter only. Mayor questioned why and would like to get that removed. Some departments, Service with snow, Finance with many reports due in first quarter are extremely busy in the first quarter of the year and allowing the vacation later would be more productive.
 - Clarified vacation is calculated on a calendar basis; and how calculated for new employees.
- Page 20 – Financial compensation in lieu of vacation
 - HR committee discussed making the change to vacation payout upon separation. Currently there is no vacation buyout, which only causes people to give notice and then take two weeks' vacation, thereby cutting down on the actual time of notice to find a replacement.
 - Added requirements of some items that may be considered for up to 2 weeks of compensation for vacation time on books
- Page 21 – Maternity leave
 - Current codified states sick leave can be used for pregnancy leave, what about maternity leave, paternity leave?
 - FMLA states have to allow 12 weeks per year leave for medical leave, but not required to pay the employee
 - Added sick time permissible transfer per village ordinance.
- Page 21 – Medical Insurance
 - Changed from 32 hours to 30 hours per Obamacare regulations
- Page 22 – Medical Insurance Waiver
 - Clarify medical insurance waiver process
- Page 22 – Health Savings Account
 - Clarification on health savings account contribution

Per 3-4-16 mtg.

• add take SRV car to mtgs, conferences, ^{unless approved} ^{prior by} ^{or mayor} waive reimbursement.

• Take out carryover ~~in~~ vacation ^{taken} in first qtr.

• PT uniforms - Chief new policy

Employee Handbook – Revision Notes 9-8-15

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 - No cell phones while driving -
- Page 2 – Social Media
 - John is to get the AT&T policy for reference
- Page 2 – Gifts
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- Page 6 – Introductory Period
 - Added that introductory period is an instructional period with meetings between employee and the department head to review skills, give direction, ask questions. I thought it would be beneficial to give Department Heads some accountability and procedures to follow during this probationary period to make sure there is thorough training and open communication
- Page 8 – Payroll Accountability
 - Hour tracking should be submitted to HR each pay period for the record per our previous discussions

9- clarify village flex time

Fed law says 40 hours week

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 - Part-time cannot work more than 30 hours per week
 - Added because with Obamacare, employees working over hours per week must be offered healthcare.
 - May need to revise SRV codified ordinances to reflect this
- Page 9 – Overtime
 - Per original handbook, overtime is based on hours worked in a day, however added overtime is based on hours worked, not hours paid (per federal regulations). Eg; cannot take a half day off vacation or sick and then come in to plow for 8 hours and get overtime – those 8 hours would be straight time.
- Page 10 – Accumulation of Comp Time
 - Added clarification of comp time permitted accrual
 - Added that if times are slow, supervisor and use comp time to send an employee home
- Page 11 – Employee Performance Appraisals
 - Currently the only department doing them is the Police Department. Perhaps the committee could add to the TO DO list for next year – designing a fair evaluation form for each department?
- Page 13 – Group I Offenses
 - Added requiring PPE
 - Added excessive use of cell phone during working hours
 - Should we change the disciplinary steps? Original had 5 offense levels, some other option have 4 levels:

▪ Old:

- Appropriate disciplinary action for Group I offenses include:
- **First Offense:** Verbal instruction and warning
- **Second Offense:** Written reprimand
- **Third Offense:** Written documentation and one (1) to three (3) day suspension without pay
- **Fourth Offense:** Written documentation and five (5) to fifteen (15) day suspension without pay
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 - Clarified when eligible to take vacation
- Page 20 – Financial compensation in lieu of vacation
 - HR committee needs to discuss
 - Added some items that may be considered for up to 2 weeks of compensation
- Page 21 – Maternity leave
 - Current policy states sick leave can be used for pregnancy leave, what about maternity leave?
 - FMLA states have to allow 12 weeks per year leave for medical leave, but not required to pay the employee
 - Do you want to allow employees to use sick time for maternity and/or paternity leave?
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Employee Handbook – Revision Notes
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 - Mike wanted to address hands-free communication while operating a vehicle. However, I had concerns of Service Dept. than questioning CB radio use in the truck. Therefore, I put in no cell phone use while driving
 - I add cell phone reimbursement policy summary to remind them that those being reimbursed are obligated to answer their phone
- Page 2 – Social Media
 - I believe John was to get the AT&T policy for reference
- Page 2 – Gifts
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- Page 4 – Uniform/Clothing Allowance
 - Need to discuss – Service dept. gets uniforms from Cintas for pants, 2-3 long sleeve shirts and safety t-shirts. However, Tim asked Mayor several years ago if he can wear shorts, Mayor said he could, but not jean shorts. Tim wears camouflage shorts – is that appropriate? We are paying for pants and he's not wearing them? Should we order him uniform shorts from Cintas? Are shorts safe in the Service Dept. line of work? I will do research before HR meets again
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 - Added because with Obamacare, employees working over hours per week must be offered healthcare.
 - May need to revise SRV codified ordinances to reflect this
 - May also need to address this issue with the Chief directly as he has one part-time employee who is getting a lot of hours – (84 for the last 2-week period)
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 - Per original handbook, overtime is based on hours worked in a day, however added overtime is based on hours *worked*, not hours *paid* (per federal regulations). Eg; cannot take a half day off vacation or sick and then come in to plow for 8 hours and get overtime – those 8 hours would be straight time.
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 - Old office gave alcohol level. Changed to positive alcohol test which will be defined by our drug free work place policy
 - If they make marijuana legal – may have to add that to this offense class
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ADD

FMLA