

Human Resources Meeting
Tuesday, March 21, 2017 – 7:45 a.m.

Help Wanted

- Service Dept Summer Help
 - Insurance company okay if under 18
 - Ads: Newsletter, Chagrin Valley Times, Website, High Schools
 - NEED ORD ESTABLISHING PAY RANGE FOR PART-TIME SUMMER HELP
 - NEED TO AMEND BUDGET FOR \$_____ FOR PART-TIME SUMMER HELP
 - MOTION TO HIRE EMPLOYEE AND RATE
- Building Dept Help
 - Ads: Newsletter, News Herald – Quote, Website, Indeed.com when have job description
 - Duties – Job descriptions
 - 2015-2016 One person to do both Bldg. Secretary & Board Clerk
 - 2015 Salary ranges, combined salary Secretary/Board Clerk
 - 2017 Budget - divided salaries but don't have a current separate salary range
 - NEED TO AMEND PAY RANGE SEPARATING BLDG SECRETARY FROM BOARD CLERK
 - MOVING FORWARD – BUDGET WILL INCREASE FROM \$15,000 FOR BOTH TO OVER \$21,000 (20 HOURS PER WEEK PLUS BOARD CLERK)
- Board Clerk
 - Mayor may have someone
 - No paperwork
- Requirement Standards
 - Application
 - Pre-employment drug testing
 - Pre-employment testing – psychological testing
 - Pre-employment offer letter – clarify at will and probation

Employee Handbook

- Clarify “call out” versus regular overtime (pg 10)
- Expenses
 - Expense History
 - SRV Food & Drink Ordinance
 - Meal policy limits (pg 9)