

Human Resources –4/1/16 – 7:30 am

Present: John Dishong, Mike Carroll & Danielle Romanowski

- Review employee handbook
 - ♫ John to forward his notes in the next 1-2 weeks
 - ✓ Mike to forward new part-time PD uniform policy to Danielle to get integrated into book
 - ✓ Regarding cell phone policy – review current proposed and use some of the verbiage from Chardon
 - ✓ Cell phone policy – “Employees who are charged with traffic or other violations resulting from the use of their phone while driving a village vehicle will be solely responsible for all liabilities that results from such actions. Violations of this policy will be subject to disciplinary action, up to and including discharge.”
 - Implement Chardon’s verbiage on camera phones and recordings into current handbook verbiage
 - After John’s changes and changes above integrated into handbook, forward to Department Heads, Mayor and Solicitor for their review
 - Have meeting in April with Department Heads and Mayor to review. **NEED TO SET DATE**
 - In May, give handbook to Council for review
 - Look to get adopted at June Council meeting
- Financial Network of America – FNA
 - Several employees looking forward to participating
 - Danielle get through paperwork in next few days, and start the process moving forward
- Russell Twp
 - Possible opportunity