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Human Resources Meeting
Wednesday, June 8th – 7:45 a.m.
2016

Meeting Agenda:

- Full-time Administrative Assistant resignation
- Review need for part-time administrative assistant
 - Job description attached
- Possibility of ad in newsletter
- Employee Handbook & Policy review
 - Information below and reference material attached
- New digital recorder

- need salary range for
PT Admin Asst
- cemetery

Employee Handbook Review

Items discussed with the HR Committee at the Department Head/Mayor meeting that were to be followed up on included:

- **Page 3** - *“No employee shall accept any gifts, entertainment, loans, transportation, donations or favors from residents, contractors, suppliers or vendor”*

While small items are acceptable, the Ethics Commission will not give a dollar amount. I have attached information from the Ohio Ethics Commission regarding this issue and highlighted areas that are significant or applicable.

- **Page 6** – *“The Village provides a \$125 per year reimbursement for safety shoes for the Service Department employees and the Building Inspector. Once a job has been designated as requiring safety shoes, employees will not be allowed to work without the required foot protection. The required footwear will be worn at all times to complete employment duties as assigned.”*
- **Page 7** – *“When uniforms, or Village apparel are provided, they shall be worn and have a clean and professional appearance.*

“Uniforms are supplied for the Service Department employees and are required to be worn.”

I have attached multiple resources from OSHA and other reference sites that I used in making my recommendations on safety shoes and long pants, (highlighting applicable areas). While OSHA has specific rules on when safety shoes are required, the only OSHA requirement for long pants is when working with asphalt, tar or chemicals. OSHA requirements are the minimum requirements by law, the Village can certainly implement “best practices” policies to ensure employee safety. For example, there is no law requiring police to wear body armor, or to not wear a beard, however, those are SRV Police Department internal “best practice” policies.

Given the task of Safety Inspector – I believe it is my responsibility to educate employees and department heads on proper safety procedures and policies. However, given that I do not physically work in the various departments to continuously monitor and evaluate the specific risks involved, I can only educate and recommend. I believe that the specific policies, as long as they meet the OSHA minimum requirement, should be written and enforced by the individual department heads.