

Human Resources Meeting
Tuesday, July 12, 2017 - 7:45 a.m.

Job Descriptions in handbook

- Addendum for job descriptions
- Will implement Ondrey's suggestions and email to committee and CCL? —
- ?- Chief handbook question?
- Anything else?

Set Hiring Process Procedure

- Can set by ordinance
- Advertise
- Accept resume/application
- Dept. Head do wide pool of interviews
- Dept head narrow down to candidates to 2-3 to bring to Mayor, HR *committee*
- Once candidate selected and agreed pay range, talk to Finance
- Pre-employment drug testing
- Pre-employment testing – physical for PD, any other skill tests, psychological
- Offer to candidate contingent upon Council approval
- Council approval
- Pre-employment offer letter – clarifies at will employee, probation, rate and # of hours

Handbook

Salary request

Part-time Assistant

- Not in job description so not comfortable with helping with projects
- Can we hire temporarily?
- Need to ensure hours stay under 30
- Money in my budget

FMLA
ADA

add Handbook
"

- Medical leave

- Fee waivers
- Rental
- Permits bldg.

- minutes



Danielle Romanowski <fiscalofficer@southrussell.com>

RE: Updated SRV Employee Handbook

1 message

David Ondrey <DOndrey@tddlaw.com>

Thu, Jun 15, 2017 at 11:22 AM

To: "DISHONG, JOHN E." <jd7132@att.com>, William Koons <mayor@southrussell.com>, Mark Porter <mporter@southrussell.com>, Bryan Kostura <bkostura@southrussell.com>, Gerald Canton <gcanton@southrussell.com>, Mike Carroll <mcarroll@southrussell.com>, Cynthia Nairn <cnairn@southrussell.com>, William Koons <wnek3@roadrunner.com>

Cc: "'Danielle Romanowski' (srvclerk@neohio.twcbc.com)" <srvclerk@neohio.twcbc.com>

John, I have the following comments about the updated employee handbook. Overall, I think it is an excellent document.

1. Just a reminder: if the Village wanted to do so, it could establish a 44 hour pay period for police personnel before an officer is entitled to overtime (as opposed to the normal 40 hours).
2. While I endorse having a progressive disciplinary policy, it might be prudent to exempt police officers from this policy. During the most recent police disciplinary process, it was difficult to coordinate the village policy requirements with the Ohio statutory standards and requirements for disciplining police officers. We found ourselves having to comply with two sets of procedures and guidelines. I think the ORC affords the police sufficient protections from arbitrary discipline and also sets out the proper standards for when/ how discipline may be imposed. Our progressive disciplinary policy hinders the application of the state process when dealing with police officers.
3. On a somewhat similar note, I have learned in recent years that the ORC also provides Department Heads with certain procedures and standards for being disciplined. We should therefore likewise consider exempting Department Heads from the progressive disciplinary processes also. The standards for discipline and suspension of a Department Head are not the same as for a police officer, but the ORC does provide regulations in this regard. Again, having to comply with both the village requirements and the statutory requirements is difficult.
4. On Page 13, at the end of Para. A, the policy for "Pre-suspension or Discharge Procedure" states: "This procedure is not intended to limit the "at will" status of Village employees. I suggest we change that sentence to read: " This procedure is not intended to enlarge or extend the "at will" status of Village employees."
5. On Page 18, under the paragraph entitled **Day**, I think the second sentence should read: "The grievance procedure is based on a petition for a review of an employee grievance . . ." The current language reads "based on petition by a review . . ." I find the current language confusing.
6. On Page 19, under the "Release of Information" paragraph discussing the possible release of personnel records, I suggest we change the current sentence to read: "Much of an employee's personnel records are public records and may be subject to disclosure upon a proper public records request. In such event, the affected employee will be notified of such request. The Village will maintain as confidential those portions of an employee's personnel records as may be required under Ohio or other applicable law."
7. On Page 20, under the discussion of "Vacations" should we change the first sentence to read: "All full-time employees of the Village are eligible for *paid* vacation." This fact (that it is paid vacation) may be inferred from the later provision addressing paying for up to 2 weeks of "accrued" vacation on Page 21, but it might be helpful to be more explicit at the beginning of the section.
8. On Page 24, the first sentence of the second paragraph of the "Health Savings Account Plan" seems to have a typographical error. I think it should start out "As of the time of this publication . . ."
9. On Page 25, I suggest we add the following sentence to the end of the first paragraph under "Leaves of Absence": "Failure to timely pay such portion may result in cancellation or disqualification from such benefit(s)."

Let me know if you want to discuss any of my suggestions prior to next council meeting. Hope this helps.

From: DISHONG, JOHN E. [mailto:jd7132@att.com]

Sent: Tuesday, June 13, 2017 9:35 AM

To: William Koons; Mark Porter; Bryan Kostura; Gerald Canton; Mike Carroll; Cynthia Nairn; David Ondrey; William Koons

Cc: 'Danielle Romanowski' (srvclerk@neohio.twcbc.com)

Subject: Updated SRV Employee Handbook

All-

Attached is the updated employee handbook that the HR Committee and Danielle have been working on. We believe this is 98% there but we wanted to give you a final chance to review and comment.

Our goal is to have a first reading at the council meeting on Monday, 6/19 and to have it go through three readings before final approval.

We welcome our comments and feedback.

Thx,

John