

**Human Resources Meeting**  
**Wednesday, September 7<sup>th</sup> – 7:45 a.m.**

Meeting Agenda:

- ~~Full-time~~ <sup>Part</sup> Administrative Assistant
  - Testing complete
  - Pay Range Ordinance by Emergency
  - Motion to approve salary of \$15.69 per hour
  - Start 9/13/16 – 4 half days
  - Job description & direction
  - <sup>DRUG TRAINING SUPERVISOR</sup>
- Community Comparison
  
- Healthcare Renewal
  - Renewal Date – 12/1/16
  - FormFire
  - Recent Renewal history
  
- Employee Handbook & Policy review
  - Current Handbook was adopted by Ordinance 2005-15
  - Cell Phone Policy Updated – to include in new handbook?
  - Information below and reference material attached



**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.”*

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.

ORDINANCE NO.: 2005- 15

FIRST READING July 11, 2005

INTRODUCED BY: John Dishong

SECOND READING Waived

THIRD READING Waived

ORDINANCE ADOPTING THE EMPLOYEE HANDBOOK FOR THE VILLAGE OF SOUTH RUSSELL, DATED JULY 11, 2005.

WHEREAS, the Village of South Russell currently has an "Employee Handbook" dated June 1, 1995; and

WHEREAS, Council has reviewed said Employee Handbook and desires to revise and update same.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of South Russell, Geauga County, Ohio that:

**SECTION 1.** The Employee Handbook of the Village of South Russell dated July 11, 2005, is hereby adopted, replacing the Employee Handbook dated June 1, 1995.

**SECTION 2.** It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees on or after December 2, 1975, that resulted in formal actions, were in meetings open to the public in compliance with all legal requirements, including Section 121.22, Ohio Revised Code.

**SECTION 3.** This Ordinance shall be effective at the earliest time allowed by law.

  
\_\_\_\_\_  
Mayor - President of Council

ATTEST:

  
\_\_\_\_\_  
Clerk

I certify that Ordinance No. 2005-15 was duly enacted on the 11th day of July, 2005, by the Council of the Village of South Russell, and posted in accordance with the Ordinances of the Village.

  
\_\_\_\_\_  
Clerk

ORDINANCE NO.: 2016 -

FIRST READING September 12, 2016

INTRODUCED BY: John Dishong

SECOND READING Waived

THIRD READING Waived

**ORDINANCE AMENDING THE VILLAGE'S PAY RANGE  
ORDINANCE BY ESTABLISHING A PAY RANGE FOR  
THE PART TIME ADMINISTRATIVE ASSISTANT AND  
DECLARING AN EMERGENCY.**

**NOW THEREFORE BE IT ORDAINED** by the Council of the Village of South Russell, Geauga County, Ohio that:

**SECTION 1.** The Pay Range for the position of Part Time Administrative Assistant for the Village of South Russell shall be:

	MINIMUM	MAXIMUM
Part-Time Administrative Assistant	13.34/hr	18.04/hr

**SECTION 2.** The Pay Ranges established in this Ordinance shall take effect with the effective date of this Ordinance. All other Pay Ranges previously adopted which are not in conflict with this Ordinance remain in full force and effect.

**SECTION 3.** It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees on or after December 2, 1975, that resulted in formal action, were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

**SECTION 4.** This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the Municipality and for the reason that the Council may fill the full time administrative assistant position immediately.

**SECTION 5.** This Ordinance shall be effective immediately upon its passage.

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Mayor - President of Council

ATTEST:

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Fiscal Officer

I certify that Ordinance No. 2016-\_\_\_\_ was duly enacted on the 12<sup>th</sup> day of September, 2016, by the Council of the Village of South Russell, and posted in accordance with the Ordinances of the Village.

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Fiscal Officer