

Human Resources Meeting
Thursday, January 6, 2019 – 7:30 a.m.

Present: Mayor Koons (until 8:15 a.m.), HR Committee members Carroll and Galicki, Solicitor Matheney (via phone until 8:50), Fiscal Officer Romanowski

Building Department Update:

Mayor reported Building Inspector Heilman started working for the City of South Euclid effective 1/2/19. As of January 1, 2019, she has four weeks of vacation with the Village of South Russell and therefore is currently on vacation with the Village. Technically she could come back to work for the Village on January 31st.

There was a question if there would be an issue with OPERS with two full-time positions.

Romanowski explained that as of 12/31/18 Heilman had 0 Vacation days, 0 Personal days and 14.5 flex hours. On January 1, 2019 she has 20 Vacation days, 2 Personal days and 14.5 flex hours. When projected out, that would carry Heilman to February 4th. Given that she would technically be with the Village until the 4th of February, she would have health care coverage for the month of February.

Romanowski explained that in the public sector, it is not uncommon for an employee to resign or retire with an effective date pushed out after their last day in the office. (Example: An employee's last day in the office is March 31st but their date of resignation or retirement is April 30th following their "vacation time"). With this practice, the Village has a final date and can get things in order such as health care, COBRA notifications, collection of keys, credit cards, Village owned items, etc.

Solicitor stated the Village could move forward with research and analysis on closing the Building Department, but no motion should be made for closing the Building Department until the resignation is effective.

Mayor stated Heilman would be willing to attend the Planning Commission and Zoning Board of Appeals meetings for January and February and would handle zoning issues on Saturdays. It was recommended that this agreement was documented in writing. There was discussion that if Heilman is on Vacation time, etc. until February 4th, there could be issues with her covering meetings or making decisions on the Village's behalf after that date. Mayor stated the Village could enter an agreement with her to cover those things after that time. Hocevar from Inspection Solutions turned in his resignation letter on January 1, 2019 with an effective date March 31, 2019 – Solicitor and the HR Committee felt that he could cover the meetings and issues after February 4th.

Fiscal Officer stated that Hocevar spoke to her on 1/2/19 and stated the reason he submitted his letter of resignation was that he was told the Building Department was closing and per the terms of the contract, he gave his resignation letter. He stated he would be willing to work with the Village during any transition and cover any meetings that required a presence. Hocevar said he knew his agreement said he would cover Heilman's vacation, but it is difficult for him to be in the office all day as he has other inspections to do. He said perhaps the Village could adjust the office hours, so he could be here during those hours.

Carroll asked the Solicitor to draft a letter to Heilman requesting a termination date be given to the Village ASAP.

Paychex Time Tracking:

Romanowski reported to the HR Committee that the new Paychex Time and Attendance tracking system was implemented on 1/1/19. Department heads had a conference call with Paychex to review the software. Romanowski had an extensive meeting with the Chief to discuss and address concerns of the software. There will be a meeting with the employees on Friday, January 4th at 9 am to review the process and answer questions.

Romanowski said though this software was requested in an attempt to help track vacation, sick, flex, comp time, etc., the new software seems more laborious than the prior internal system used by the Village. She reported that the support from Paychex has been very disappointing.

It was agreed by the HR Committee that the Village use the new software for two months after which time they will review and decide whether to continue with the tracking system or make a recommendation to discontinue. The Village was already planning on continuing with the old system for at least two months until it could confirm that the new system was accurately tracking so the Village will have these records if it is decided not to continue with the new software.

Possible Payroll Period change:

The current Village pay dates are the 15th and the last day of the month with the cutoff dates being the same. This causes an issue with having to guess the hours for the last three days of the pay period and then adjusting on the next pay period. Additionally, with the new Police Department 12-hour shifts, overtime is calculated for an 80-hour period. Given both of these facts, changing the payroll cycle to a bi-weekly payroll with a cut-off date prior to the pay date was discussed. This change would have an impact to the employees by going from 24 paychecks in a year to 26 in a year and 27 every 7th year. Additionally, when initially implemented, there would be a lag in pay so employees would have to be made aware well in advance. The committee will look into possibly making these changes later in 2019.

Salary Survey Review:

HR Committee would like to meet with Drew from Clemans Nelson to discuss salary step system and finalizing new job descriptions. Before that meeting, Romanowski will request zoning position job descriptions from Bainbridge Township, Russell Township and Auburn Township for Clemans Nelson to create those job descriptions for the Village.

The HR Committee would like to have new job descriptions to Council on February 28th.