

**Human Resource Committee Meeting**  
**Friday, January 15, 2021 – 7:30 a.m. @ Village Hall**

**Present:** Chair Nairn, Member Porter, Street Commissioner Alder, Fiscal Officer (FO) Romanowski  
**Visitor:** Greg Heilman

Porter called the meeting to order and indicated that for 2021, Council member Nairn is the Chair of the HR Committee.

Porter distributed a potential new job description for a Mechanic/Laborer position. He modified the current Laborer job description to what he felt was a good combination for a Mechanic/Laborer. He added to the Qualification/Certifications the ASE (Automotive Service Excellence) certification or the ability to obtain that within a year of hire. He said Bainbridge and Russell Twp. had positions like this; a person that does about 55% or so of time with the municipality to mechanic work. This position would spend most of their time doing mechanical work and the remainder of their time doing laborer work. Porter said the Village's current pay range does not include the proposed new position. The current pay range for the laborer position is \$20.60 to \$31.42 per hour. Porter's suggested range of pay for the Mechanic position would be \$25 to \$35 per hour pending qualifications and certifications. He said there is also training for an emergency vehicle course in Columbus that could be considered as well. Street Commissioner said they currently do all the vehicle maintenance in-house except when they had to do the transmission on the salt truck because they don't have the ability to lift the truck – everything else they have been able to do in-house. They do outsource spring work because they get it done at a particularly good rate. They also outsource tire work but may purchase a machine so they could do that in house. Porter said the Village may want to add the task of welding to the job description. Street Commissioner said all employees in the Service Department do welding, but one does it better than the rest. Porter asked Street Commissioner to review the job description and let the committee know if there is anything he feels should be added.

Regarding salaries, the Street Commissioner will get rates of mechanics in surrounding communities.

Porter stated the HR Committee should discuss this potential new position with the Finance Committee and have a joint HR/Finance meeting. He stated following the procedures listed in the Employee Handbook, if Council chooses to create the new position, the opening will have to be advertised. He said advertising could potentially add another employee to the Service Department if an outside candidate was chosen. If an in-house candidate was chosen, then they would need to replace the laborer position. Street Commissioner said he does not need another person in his department yet.

The previous discussion regarding having a Mechanic I and Mechanic II was referred to, but neither committee member thought the Village was large enough to have multiple mechanics at this time.

Porter said the following steps would need to be taken regarding this issue: 1) Have a joint HR/Finance Committee meeting. 2) If committees agree, make a recommendation to Council. 3) The position would need to be created by ordinance. 4) Establish a pay range for the position. 5) Advertise for the position. 6) Conduct interviews & make a selection. 7) Have the candidate appointed and approved by Council. Porter said this would be a potential change to the Village's structure and would need to go through the process. It was not going to be completed soon.

Street Commissioner distributed a handout explaining that he would like to see the pay range for the Laborer position changed to include tiers. Currently new employees come in at a pay and that's where they are at and they only get annual percentage increases. He would like to see that changed so there is more incentive. He would like to see something that after six months, after a year, etc. they would get raises. The Village does not do longevity pay.

Fiscal Officer explained the tier system in the Police Department. She said it used to be all police officers made the same amount of pay no matter if it was their first day on the job or they were with the Village 30 years, they all made the same amount. Shortly after the new Police Chief came in, they set up a new tiered salary schedule which is based off a combination of year of experience and evaluations. The PD has done evaluations since before the FO started with the Village. When Clemans Nelson did work with the Village a few years ago with creating job descriptions and pay ranges, they also created employee evaluation forms for each position. The PD chose to continue using the forms they had already been using as they felt it was a better fit for them. The other departments have the evaluation forms from Clemans Nelson. FO said she used the evaluation form for the Administrative Assistant, and it worked well. Street Commissioner distributed evaluation forms he received from Orange Village as an example of what he would like to see the Village use.

FO explained that on page 8 of the Employee Handbook, new employees are to have monthly meetings with the Department Head and then a formal evaluation after the first six months. After that, employees are all to receive an annual evaluation. Porter clarified that the Department Heads should do the evaluations for those in their department and the Mayor should do the Department Heads' evaluations. Once the evaluations are done and signed, they are to go to the FO to be filed in the employees' files.

Porter referred to the Street Commissioner's proposal for a tiered salary increase system. He said perhaps employees start and then get a bump after six months, then another after a year, and then maybe at a set schedule after that.

FO explained that when the Village worked with Clemans Nelson they explained multiple ways the pay ranges could be set up. They could be set up how the Village operates having set ranges and then when an employee's across the board raise would go outside that range, the range gets amended by Council. Some communities have ranges and adjust them at a specific periodic schedule, maybe every 3-5 years. If an employee's across the board range would put them outside of that range, then that employee would receive a year-end bonus of whatever the across the board salary increases were in lieu of a raise until the scheduled adjustment to the ranges was made, and then that employee would start receiving raises again. FO explained some

communities also give an across the board, say 1 or 1.5% and then an additional amount based on the employee evaluation. She stated the Village could set up the pay ranges in whatever way they felt was best for the Village. Porter explained there are rank-based systems and time-based systems. He explained in the military pay was decided on rank and the number of years.

Nairn stated the Village needed to move away from “buckshot” raises as they are too arbitrary, and it causes dissension and problems.

Nairn will set up a joint HR/Finance Committee meeting to discuss these issues.

FO explained that the Mayor wanted 3-5 goals for 2021 from each committee. Committee members decided their goals would be:

- 1) Village-wide employee evaluation system.
- 2) Update job descriptions
- 3) Update employee handbook

The use of sick time for COVID quarantine that was discussed at the previous Council meeting was briefly reviewed. Per the motion made at the Council meeting, the doctor’s note requirement will be waived for now while the Village waits to see if the federal “free time” is reenacted. The employee will have to sign a statement stating they were out on COVID quarantine. Porter said he believes there is a form on the Department of Labor’s website that can be used for an employee to sign regarding COVID quarantine.

Porter adjourned the meeting at 8:18 a.m.

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Cindy Nairn, Chairman of HR Committee