

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

- The 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

Human Resources Meeting
Tuesday, June 13, 2017 – 7:45 a.m.

New Hires

- Service Dept Summer Help
 - Budgeted \$5,000 estimating \$12 for 30 hours per week.
 - Pay \$12.50 per hour
 - Currently working 40 hours per week
 - Law - working over 30 hour per week is eligible for benefits
- Building Dept Help
 - Total budget \$15,000
 - Estimate Board Clerk at \$5,000 per year
 - \$10,000 remaining for Building Secretary
 - Unclear on the number of hours working – 20 or 24 to amend budget
 - Going full-time?

Set Hiring Process Procedure

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 - 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

Job Descriptions in handbook

- Police requirement
- Per Chief – we can put PD job descriptions in handbook for new officers
- Once job descriptions are updated, should they all go in handbook?

Employee Handbook

- Updated per last HR meeting by adding definition of “callout”

Salary Ladder
• Time vs. Responsibilities

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Sick time
waiver

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Betty

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PD in no 3

Employee Handbook

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Salary Ladder
Time vs. Responsibilities

Russell twp.
Bainbridge
West
Hunt
Intro. handbook
Gates

Human Resources Meeting
Tuesday, March 21, 2017 – 7:45 a.m.

Help Wanted

- Service Dept Summer Help
 - Insurance company okay if under 18
 - Ads: Newsletter, Chagrin Valley Times, Website, High Schools
 - NEED ORD ESTABLISHING PAY RANGE FOR PART-TIME SUMMER HELP
 - NEED TO AMEND BUDGET FOR \$_____ FOR PART-TIME SUMMER HELP
 - MOTION TO HIRE EMPLOYEE AND RATE
- Building Dept Help
 - Ads: Newsletter, News Herald – Quote, Website, Indeed.com when have job description
 - Duties – Job descriptions
 - 2015-2016 One person to do both Bldg. Secretary & Board Clerk
 - 2015 Salary ranges, combined salary Secretary/Board Clerk
 - 2017 Budget - divided salaries but don't have a current separate salary range
 - NEED TO AMEND PAY RANGE SEPARATING BLDG SECRETARY FROM BOARD CLERK
 - MOVING FORWARD – BUDGET WILL INCREASE FROM \$15,000 FOR BOTH TO OVER \$21,000 (20 HOURS PER WEEK PLUS BOARD CLERK)
- Board Clerk
 - Mayor may have someone
 - No paperwork
- Requirement Standards
 - Application
 - Pre-employment drug testing
 - Pre-employment testing – psychological testing
 - Pre-employment offer letter – clarify at will and probation

Employee Handbook

- Clarify “call out” versus regular overtime (pg 10)
- Expenses
 - Expense History
 - SRV Food & Drink Ordinance
 - Meal policy limits (pg 9)

Human Resources Meeting
Wednesday, December 28, 2016 – 7:45 a.m.

Meeting Agenda:

- Management
 - Chain of command – recommendations
- Part-time Administrative Assistant
 - Step-by-step instruction
 - Two six-hour days
 - Modified duties and processes
 - Training
 - Minutes – Summarize vs facts
 - Board Secretary
 - Management
 - Training
 - Part-time - Lucy
 - Position Target Market
- Exempt employees
 - No overtime
 - Separate pay for separate duties okay
 - Job description duties
- Succession Plan
 - Retire/rehire
 - Modify position
 - Hire and train
- Employee Handbook & Policy review
 - Current Handbook was adopted by Ordinance 2005-15
 - Cell Phone reimbursement policy updated – will update into new handbook
 - Last review left off on page 10 – Comp Time
 - Concerns regarding Comp/Flex time
 - Gift topic unresolved
 - Safety shoes – “if designated” – should it be put in job descriptions
 - Add minimum callout time of 4 hours to handbook
 - Last meeting – process was to finish reviewing with Mayor, HR & Dept. Heads.
Then go to Serve Dept. employees, then Solicitor, then Council
- Goals for 2017
 - Handbook adoption
 - Job Description adoption

- website - online audio

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Human Resources Meeting
Wednesday, September 7th – 7:45 a.m.

Meeting Agenda:

- ~~Full-time~~ ^{Part} 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
- ^{DRUG TRAINING SUPERVISOR}
- 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

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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- 15FIRST READING July 11, 2005INTRODUCED BY: John DishongSECOND READING WaivedTHIRD 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.

Mayor - President of Council

ATTEST:

Fiscal Officer

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

Fiscal Officer

~~SECRET~~

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

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- **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.

Human Resources –4/1/16 – 7:30 am

Present: John Dishong, Mike Carroll & Danielle Romanowski

- Review employee handbook
 - ✓ John to forward his notes in the next 1-2 weeks
 - ✓ Mike to forward new part-time PD uniform policy to Danielle to get integrated into book
 - ✓ Regarding cell phone policy – review current proposed and use some of the verbiage from Chardon
 - ✓ Cell phone policy – “Employees who are charged with traffic or other violations resulting from the use of their phone while driving a village vehicle will be solely responsible for all liabilities that results from such actions. Violations of this policy will be subject to disciplinary action, up to and including discharge.”
 - Implement Chardon’s verbiage on camera phones and recordings into current handbook verbiage
 - After John’s changes and changes above integrated into handbook, forward to Department Heads, Mayor and Solicitor for their review
 - Have meeting in April with Department Heads and Mayor to review. **NEED TO SET DATE**
 - In May, give handbook to Council for review
 - Look to get adopted at June Council meeting
- Financial Network of America – FNA
 - Several employees looking forward to participating
 - Danielle get through paperwork in next few days, and start the process moving forward
- Russell Twp
 - Possible opportunity

Human Resources – 3/4/16 – 7:45 am

Present: John Dishong, Mike Carroll & Danielle Romanowski

- Plow/car accident – Wednesday 3/2/16
 - Submitted to insurance
- Tuition Reimbursement – Danielle
 - On 3/15/16 Bills List
- Employee Training
 - Ethics Training – to be rescheduled
 - Deferred Comp – Monday meeting to gauge interest
 - If interest – intro ordinance at 3/28/16 meeting
 - Safety Meeting – in February – cell phone use
 - Active Shooter – Chief and I to set up a session for employees
 - Drug Free Safety training – in summer
 - Fiscal Officer (FO)
 - Safety Expo – Columbus March 9-11
 - Local Govt Officials – Columbus, March 23-24
 - Lean Ohio Bootcamp – Wickliffe, March 29-31, April 6-7
- BWC inspection – Good review
 - Report from BWC and notes from FO to committee for review
 - Clarify with employees it was not OSHA
 - I requested walk through – it was not to target – but to get insight of areas we should look and any items we need to address
 - Employees were very open inspection and recommendations
 - Write policy for ear muffs, long pants, no cell phones, safety glasses
 - Job descriptions
 - Should address what equipment they operate
 - Employees also need to demonstrate they can operate that equipment
- Job Descriptions – later in year after handbook
 - Recommendations from BWC
 - Fiscal Officer, Administrative Assistant were never adopted
 - Building Inspector and Part-time secretary – possibly need to be amended?
 - Street Commissioner oversight
- Administrative Assistant
 - 2-year catch up
 - Skillset
 - Cemetery not as involved as anticipated
 - Assistance to other departments
 - Building Department requesting more support
 - Good insight into need
 - Learn job

- Inspections
 - Basement flooding
 - Release – November; not inspected
- Employee Handbook
 - Now requiring comp time/flex time accounting
 - Ask call out takes 2.5 hours on average – callout 4 hours OT – other communities 2 hour – not always OT, depending on hours for week
 - Is callout different than meeting?
 - PD have quarterly meetings – pay 4 hour callout – that's OT
 - Jennell cover for PC or ZBA meeting, 4 hour callout?
 - If OT is changed to 40 hours in week, could alleviate some issues and offer flexibility
 - Vacation coverage carryover – must use within 1st quarter?
 - 1st quarter busy – use throughout year
 - Uniform Reimbursement
 - Part-time working 60 hours gets same amount of reimbursement as one putting in 900 hours
 - Misc summary list for proposed draft employee handbook
- Follow up HR meeting date: _____

Employee Handbook – Revision Notes

3/3/16

Yellow highlighted areas are things I added or changed

Blue highlighted areas are items that still need to be decided

Table of Contents will be updated with correct page numbers once the revisions are finalized

- Page iii – Mission Statement
 - May have to amend this if there are any changes during the Strategic Planning meeting
- Page vi – Added Ethics - ORC 2921.42 reference
 - Added due to recent issue with employee also being a contractor
- Page 2 – Cell Phone policy
 - I added policy to try to address issue with employees abusing cell phones during working hours
 - No cell phones while driving
- Page 2 – Social Media
 - John is to get the AT&T policy for reference
- Page 2 – Gifts
 - Need to address employees not accepting gifts – Mike to get sample from Lyndhurst
- Page 3 and 4 – Voice Mail, E-Mail
 - Same policy as previous only removed cell phones as those are no longer owned by the village
 - Moved from back of book to policy section of handbook
- Page 5 – Safety shoe reimbursement
 - Changed from \$75 to \$125
 - Added once position is designated as requiring safety shoes, must be worn
- Page 6 – Uniform/Clothing Allowance
 - From research done, shorts should not be permitted. Village supplies funding for Police Department employees to purchase their uniforms which are approved by the Chief. The Village pays for Service Department uniforms which consist of long sleeve button up work shirts, various styles of safety green shirts and long pants. Uniform attire should be required.
- Page 6 – Part-time uniform reimbursement
 - Part time employee uniform reimbursement should be tied to hours worked as stated in old policy. Village currently purchases over the allotted amount for first year to get employee set up – if not working many hours, reimbursement on following years should be paid accordingly.
- Page 6 – Introductory Period
 - Added that introductory period is an instructional period with meetings between employee and the department head to review skills, give direction, ask questions. I thought it would be beneficial to give Department Heads some accountability

and procedures to follow during this probationary period to make sure there is thorough training and open communication

- Page 8 – Payroll Accountability
 - Hour tracking should be submitted to Fiscal Officer each pay period for the record
- Page 9 –
 - Part-time cannot work more than 30 hours per week
 - Added because with Obamacare, employees working over hours per week must be offered healthcare.
 - May need to revise SRV codified ordinances to reflect this
- Page 9 – Overtime
 - Per original handbook, overtime is based on hours worked in a day, however added overtime is based on hours *worked*, not hours *paid* (per federal regulations). Eg; cannot take a half day off vacation or sick and then come in to plow for 8 hours and get overtime – those 8 hours would be straight time.
 - Federal requirement is only 40 hours in a week. If the Village opted to change to 40 hours in a week, would give more flexibility if needed.
- Page 9 – Accumulation of Comp Time
 - Added clarification of comp time accrual
 - Added that if times are slow, supervisor and use comp time at his/her discretion to send an employee home
- Page 11 – Employee Performance Appraisals
 - Currently the only department doing them is the Police Department. Consideration was given that each department do evaluations annually.
- Page 13 – Group I Offenses
 - Added requiring personal protective equipment
 - Added excessive use of cell phone during working hours
 - Should we change the disciplinary steps? Original had 5 offense levels, some other option have 4 levels:
 - Old:
- Appropriate disciplinary action for Group 1 offenses include:
 -
 - **First Offense:** Verbal instruction and warning
 - **Second Offense:** Written reprimand
 - **Third Offense:** Written documentation and one (1) to three (3) day suspension without pay
 -
 - **Fourth Offense:** Written documentation and five (5) to fifteen (15) day suspension without pay
 - **Fifth Offense:** Discharge

Other options:

- First Offense: Documented verbal counseling
- Second Offense: Written warning
- Third Offense: Final written warning
- Fourth Offense: Discharge

- Page 14 – Changed to positive alcohol and/or marijuana test
 - Old handbook gave an actual alcohol level. Changed to positive alcohol test which will be defined by our drug free work place policy
- Page 19 – Vacation eligibility
 - Clarified when eligible to take vacation per village ordinance
 - Currently allowed to carryover to first quarter only. Mayor questioned why and would like to get that removed. Some departments, Service with snow, Finance with many reports due in first quarter are extremely busy in the first quarter of the year and allowing the vacation later would be more productive.
 - Clarified vacation is calculated on a calendar basis; and how calculated for new employees.
- Page 20 – Financial compensation in lieu of vacation
 - HR committee discussed making the change to vacation payout upon separation. Currently there is no vacation buyout, which only causes people to give notice and then take two weeks' vacation, thereby cutting down on the actual time of notice to find a replacement.
 - Added requirements of some items that may be considered for up to 2 weeks of compensation for vacation time on books
- Page 21 – Maternity leave
 - Current codified states sick leave can be used for pregnancy leave, what about maternity leave, paternity leave?
 - FMLA states have to allow 12 weeks per year leave for medical leave, but not required to pay the employee
 - Added sick time permissible transfer per village ordinance.
- Page 21 – Medical Insurance
 - Changed from 32 hours to 30 hours per Obamacare regulations
- Page 22 – Medical Insurance Waiver
 - Clarify medical insurance waiver process
- Page 22 – Health Savings Account
 - Clarification on health savings account contribution

Per 3-4-16 mtg.

• add take SRV car to mtgs, conferences, ^{unless approved prior by} or mayor
waive reimbursement.

• Take out carryover ~~is~~ vacation ^{taken} in first qtr.

• PT uniforms - Chief new policy

Employee Handbook – Revision Notes 9-8-15

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 - Added that introductory period is an instructional period with meetings between employee and the department head to review skills, give direction, ask questions. I thought it would be beneficial to give Department Heads some accountability and procedures to follow during this probationary period to make sure there is thorough training and open communication
- Page 8 – Payroll Accountability
 - Hour tracking should be submitted to HR each pay period for the record per our previous discussions

9- clarify village flex time

- Page 9 –
 - Part-time cannot work more than 30 hours per week
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 - May need to revise SRV codified ordinances to reflect this
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 - Added clarification of comp time permitted accrual
 - Added that if times are slow, supervisor and use comp time to send an employee home
- Page 11 – Employee Performance Appraisals
 - Currently the only department doing them is the Police Department. Perhaps the committee could add to the TO DO list for next year – designing a fair evaluation form for each department?
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 - Should we change the disciplinary steps? Original had 5 offense levels, some other option have 4 levels:

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- First Offense: Documented verbal counseling
- Second Offense: Written warning
- Third Offense: Final written warning
- Fourth Offense: Discharge

*3rd law
say
week 40 hours*

- Page 14 – Changed to positive alcohol and/or marijuana test
 - Old office gave alcohol level. Changed to positive alcohol test which will be defined by our drug free work place policy
- Page 19 – Vacation eligibility
 - Clarified when eligible to take vacation
- Page 20 – Financial compensation in lieu of vacation
 - HR committee needs to discuss
 - Added some items that may be considered for up to 2 weeks of compensation
- Page 21 – Maternity leave
 - Current policy states sick leave can be used for pregnancy leave, what about maternity leave?
 - FMLA states have to allow 12 weeks per year leave for medical leave, but not required to pay the employee
 - Do you want to allow employees to use sick time for maternity and/or paternity leave?
- Page 21 – Medical Insurance
 - Changed from 32 hours to 30 hours per Obamacare regulations
- Page 22 – Medical Insurance Waiver
 - Clarify medical insurance waiver process
- Page 22 – Health Savings Account
 - Clarification on health savings account contribution

Employee Handbook – Revision Notes 8/19/15

Yellow highlighted areas are things I added or changed

Green highlighted areas are items that still need to be decided

Table of Contents will be updated with correct page numbers once the revisions are finalized

Below are my comments:

- Page iii – Mission Statement
 - May have to amend this if there are any changes during the Strategic Planning meeting
- Page vi – Added Ethics - ORC 2821.42 reference
 - Added due to recent issue with employee also being a contractor
- Page 2 – Cell Phone policy
 - I added policy to try to address issue with employees abusing cell phones during working hours
 - Mike wanted to address hands-free communication while operating a vehicle. However, I had concerns of Service Dept. than questioning CB radio use in the truck. Therefore, I put in no cell phone use while driving
 - I add cell phone reimbursement policy summary to remind them that those being reimbursed are obligated to answer their phone
- Page 2 – Social Media
 - I believe John was to get the AT&T policy for reference
- Page 2 – Gifts
 - Need to address employees not accepting gifts
- Page 3 and 4 – Voice Mail, E-Mail
 - Same policy as previous only removed cell phones as those are no longer owned by the village
 - Moved from back of book to policy section of handbook
- Page 5 – Safety shoe reimbursement
 - Changed from \$75 to \$125
 - Added once position is designated as requiring safety shoes, must be worn
- Page 4 – Uniform/Clothing Allowance
 - Need to discuss – Service dept. gets uniforms from Cintas for pants, 2-3 long sleeve shirts and safety t-shirts. However, Tim asked Mayor several years ago if he can wear shorts, Mayor said he could, but not jean shorts. Tim wears camouflage shorts – is that appropriate? We are paying for pants and he's not wearing them? Should we order him uniform shorts from Cintas? Are shorts safe in the Service Dept. line of work? I will do research before HR meets again
- Page 6 – Introductory Period
 - Added that introductory period is an instructional period with meetings between employee and the department head to review skills, give direction, ask questions. I thought it would be beneficial to give Department Heads some accountability

and procedures to follow during this probationary period to make sure there is thorough training and open communication

- Page 8 – Payroll Accountability
 - Hour tracking should be submitted to HR each pay period for the record per our previous discussions
- Page 9 –
 - Part-time cannot work more than 30 hours per week
 - Added because with Obamacare, employees working over hours per week must be offered healthcare.
 - May need to revise SRV codified ordinances to reflect this
 - May also need to address this issue with the Chief directly as he has one part-time employee who is getting a lot of hours – (84 for the last 2-week period)
- Page 9 – Overtime
 - Per original handbook, overtime is based on hours worked in a day, however added overtime is based on hours worked, not hours paid (per federal regulations). Eg; cannot take a half day off vacation or sick and then come in to plow for 8 hours and get overtime – those 8 hours would be straight time.
- Page 10 – Accumulation of Comp Time
 - Added clarification of comp time permitted accrual
 - Added that if times are slow, supervisor and use comp time to send an employee home
- Page 11 – Employee Performance Appraisals
 - Currently the only department doing them is the Police Department. Perhaps the committee could add to the TO DO list for next year – designing a fair evaluation form for each department.
- Page 13 – Group I Offenses
 - Added requiring PPE
 - Added excessive use of cell phone during working hours
- Page 14 – Changed to positive alcohol test
 - Old office gave alcohol level. Changed to positive alcohol test which will be defined by our drug free work place policy
 - If they make marijuana legal – may have to add that to this offense class
- Page 19 – Vacation eligibility
 - Clarified when eligible to take vacation
- Page 20 – Financial compensation in lieu of vacation
 - HR committee needs to discuss
 - Added some items that may be considered for up to 2 weeks of compensation
- Page 21 – Maternity leave
 - Current policy states sick leave can be used for pregnancy leave, what about maternity leave
- Page 21 – Medical Insurance
 - Changed from 32 hours to 30 hours per Obamacare regulations
- Page 22 – Medical Insurance Waiver
 - Clarify medical insurance waiver process
- Page 22 – Health Savings Account
 - Clarification on health savings account contribution

ADD

FMLA

HR 1-8-15

Dept Head mtg

- Bathrooms - led to parking lot
- Safety issues
 - shoes, garage, water cooler, fridge
- Not addressing now.

Handbook

- Review HR + dept heads
- CCL approval spring 2016

Comp time - flex time

- Jodi couldn't bank
- 4 hour callout work 1.5 → bank 6
- Comp time for actual hours -
bank remainder?
- Keep whole 4 hours
- Don't call all out
- Comp time can send home
- Base OT on week - not day
- Per Fed - OT based on hrs.
worked - not sick, vacation, etc.
- Dept Head mtg 7:30 Monday

HUMAN RESOURCE
Thursday, April 14, 2014 – 8:30 AM

Attendance: Dishong, Carroll, Hocevar and Romanowski

- Communication
- Transition of HR related duties
- Hocevar Retirement
 - Date
 - Options
 - Dept Plan ideas
 - Transition

Human Resources – 9/24/14 – 7:45 am

Present: John Dishong, Mike Carroll & Danielle Romanowski

PC/ZBA/ABR Secretary

Ad in paper until 9/29

Position Parameters

Current

Help in Bldg Dept

Possible help in Bldg

Interviewing process

Work at home or in office

Computer

Bldg Dept extra computer

Health care –

Need to get costs to Council by 10/20 – 10/24

Regular surveys done

Health care consortium surveys going out today – deadline Monday

Aggressive selling technique

Discount if sign up by Nov. 1st

Unknown increase for next year

Lose grandfathered status

BWC –

Review traffic light idea

Reduced salary – lights take place of bodies

Safer work zone

Now doing in house road repairs

Chardon

76 lane miles vs 48 lane miles

3 workers – 1 road superintendent

all work on the road

Lights – 3 to set up lights

2 stay and work on that project

Other 2 go to other projects – road side mowing, vehicle maint, property maint

Safety - #1

Opinions/thoughts on idea

What is the projected increase in productivity

How many times per year would we expect to use it

How are they powered/charged

How long do they last

If apply for grant, are we locked in if accepted

How long does it take to get funds

Would traffic lights help insurance rates?

Safety –

current safety practices need to be addressed

Shirts

No hard hats

Using loader to fix roof – corrected problem immediately

No harness

PERPP Training

Week long training Oct 20-24

Committee suggested Tim Alder attend as well

Provide opportunity to prove self as leader

Will help with understanding of requirements for department

He can implement safety procedures and FO to enforce

HR duties

Employees accepting of it

Current practices are out of date if not non-existent

Budget –

Money in budget for Myself and Jennell for tuition reimbursement - \$4,000

Money in for training and equipment – Service fund

Capital projects – paint inside of VH – entrance hall and basement hall & bathrooms

Digital storage ordinance/resolutions and minutes or half and half

New website

This meeting was cancelled due to scheduling conflicts

HR MEETING
8/25/11 @ 7:00 am @ Village Hall

Present: Koons, Wolfe, Romanowski

- Received letter from Medical Mutual re: Agent of Record (distribute copies)
- Memos regarding insurance agent and Form Fire timeline to employees on 8/25 (distribute copies)
- Renewal of insurance, unsure how to handle Rank. Spoke to Gallagher Benefit Services, they are willing to be the go-between. Also spoke to Solicitor Ondrey. He is checking with a colleague on the best way to handle this and will get back to me.
- Renewal/Waiver, Holt. Holt is part-time but working close to 40 hours a week. Does he have to sign a waiver for insurance? Discussed with **Mayor** (on 8/23) who brought up Holt's agreement with the Village that he knows he's not full time for benefit purposes. Does Ted have to sign the Form Fire waiver or not because of "agreement". **Matt Carrier** at GBS (on 8/24) said all eligible employees (who work over 25 hours/week) are to fill out Form Fire or sign waiver. However, he will check with his legal department about the "agreement" and find out if that qualifies for him to not have to sign that form.
- Spoke to David Ondrey about employee handbook and its need to be updated. Reviewed the over 25 hours/week where book indicates over 32. State law trumps Village rule. Solicitor Ondrey will contact Matt Carrier to find out where that state rule is posted to verify.
- On 8/24, spoke to Matt Carrier also on employee handbook and the need to get it updated. Matt said he could get us copies of other handbooks to use as a guide and we can put ours together. When complete, GBS will review it and check to make sure it is in compliance (no cost to SRV). Then they have attorney contacts that do this for a living, and they could check it over to make sure we are legally in compliance. This would be at a cost, but it shouldn't be too much because it would just be a review after GBS and they would sign off on its legality.
- Handbook used as a resource but is out of date and doesn't include some necessary information. Initial items to discuss: PD holiday hours, address comp time officially, clarity on vacation/sick days (whole day vs. hours, etc.)
- Job description status
- 9/8/11 GBS Benefits Trends Summit

HR Meeting with Employees
April 22, 2011 7:00 am

Officials Present: Matt Brett, Mary Beth Wolfe, Bill Koons

Present: Darrell Johnson, Carl Malone, Michael Fabian, Tim Alder, Jeff Pausch, Ted Holt, Danielle Romanowski, David Hocesvar, Jim Wetzel

Koons informed the employees that the Village changed the employee handbook regarding salary continuation. The salary continuation coverage time used be 24 months ~ it is now changed to 12 weeks. Koons explained that the purpose of the salary continuation is to transition employees from their salary with the Village to Workers' Compensation.

Mayor stated the salary continuation model the Village had was very rare. He also stated that the BWC said that 24 months is a lot. Mayor stated the Village searched around and found the high side of salary continuation length is 12 weeks (3 months). Therefore, SRV changed to 3 months. Mayor stated salary continuation was not intended for a long-term scenario – just a transition period.

Koons also informed employees of another change to the employee handbook. Medical insurance begins the day of hire – not after 30 days as previously stated.

Koons reviewed job descriptions. He asked employees to look over their job description as well as ADA requirements and let the committee know if they had any questions. He stated after they made any changes and/or additions, they should submit the updated job descriptions to the Fiscal Officer by May 5th to update them. Koons said he would like to have these ready for Council to review at the June meeting.

Mayor updated the employees on the current income tax increase initiative.

Koons told employees if they had any feedback on Althans Insurance to let the Fiscal Officer know – either good or bad. Koons explained his committee is looking at brokers and would like to have that decision made earlier this year – ahead of the insurance renewal time.

HUMAN RESOURCES MEETING
2/18/11 8:30 AM

Present: Koons, Wolfe, Romanowski

- Would like to change to Herbruck Alder by June 1st. They would like to meet with Mayor and discuss. Would like to change brokers only at this time – not the coverage. Do before renewal time so new broker could handle renewal process

- Holiday/Personal Day Conversion – Employees get 9 holidays and 2 personal days off per year (11 days total = 88 hours). PD computes the days at 10/hr per day (total of 110 hours). This is 22 hours more than the other employees. We convert all their vacation time and sick time to an 8/hour conversion – why not the holiday and personal?
 - $11 \times 8 = 88$
 - $11 \times 10 = 110$ = 22 hour difference

 - Chief = $\$39.22 \times 22 \text{ hours} =$ \$ 862.84
 - LT = $\$34.09 \times 22 \text{ hours} =$ \$ 749.98
 - Sgt = $\$31.12 \times 22 =$ \$ 684.64
 - (6) Ptl = $\$29.82 \times 22 = \656.04 (x6) \$3,936.24
 \$6,233.70 or 198 hours more

Started receiving timesheets in 2008 from PD – but that year received days of carryover from PD because did not have entire year.

- Flex Time. Flex time is currently recorded on time sheets.
- This year I would like to obtain the credits to obtain my CPFA.
 - Association of Public Treasurer's Association's annual conference is in Oklahoma City July 24-27th.
 - Goal is to apply for my CPFA at the end of the year
- Goal to start next year is to attend college to earn accounting degree.
 - Pepper Pike Salary comparison received in December. All employees are on chart, except FO
 - Village handbook page 21 states \$2,000 employee reimbursement for employee development. Is that still an option?
- Liaison between employees and Mayor/Council

HR MEETING
9/19/11 @ 12:00 pm @ Village Hall

Present: Koons, Wolfe, Romanowski

Visitor: Mike Vosatek – Comp Management

- June 30, 2011 – Took “snapshot” of 2007-2010 claims
- Stop Loss – Individual \$25,000
Group – no cap
- Over 37%
- 8% penalty
- Due to compensation – no longer eligible for group
- By doing salary continuation, saved \$26,000-\$28,000
- Will pay approximately +\$8,500
- Not eligible for group rating for 2012-2014
- Any more costs associated with claim will not affect our premium
- As long on a 4-year window, not eligible for group until this is off our “snapshot”
- Discounts available
 - Drug Free Workplace 4% basic discount up to 7% advanced discount
 - Should save about \$2,000 to be in Drug Free Program
 - Safety Council
 - 10 meetings per year
 - 2% discount on participation
 - +2% performance bonus if claims decrease
- BWC.com
 - Employers/Safety Council
- 2013 Budget Appropriations
 - Address BWC premium increase to approximately \$38,000

Danielle Romanowski

From: David Ondrey [Dondrey@tddlwa.com]
Sent: Monday, November 07, 2011 10:30 AM
To: Danielle Romanowski
Subject: RE: Salary Ranges

Danielle, I do not think we need to create a salary range for temporary full time employees. Council could create a new category if it does not want to pay such an individual within the range for other full time Service Dept. employees, but if Council intends to stay within the current pay range for full timers, no change to the ordinance is necessary just because this individual will be "temporary."

From: Danielle Romanowski [<mailto:svclerk@neohio.twcbc.com>]
Sent: Thursday, November 03, 2011 9:33 AM
To: David Ondrey
Subject: Salary Ranges

David –

Attached is our current Salary Range ordinance. I believe you are aware that the Village is looking to hire a temporary full-time person for the Service Department for the winter months. The salary range for this position would fall in line with the full-time salary range, but we wanted to be sure that since it is a temporary position, that we are covered ~ or do we have to establish a temporary full-time salary range?

Thank you.

Danielle Romanowski, CMC
Village of South Russell, Fiscal Officer
5205 Chillicothe Road
South Russell, OH 44022
440-338-6700 ext. 221
440-338-8776 (fax)
svclerk@neohio.twcbc.com

HR MEETING

7/21/11@ Village Hall

Present: Koons, Wolfe, Romanowski

Visitors: Matt Carrier and Debbie Clarke – Gallagher Benefit Services

- Employees are always welcome to call GBS with billing concerns, coverage issues, etc. GBS likes to be aware of issues
 - GBS will act as a HR backup to administratively as well legality issues
 - Herbruck Alder was in business since 1962. In December 2010 they merged with Gallagher Benefit Services. GBS is the 9th largest benefit broker in the country. Belief in personable help. Have employee group that is specifically in place for small groups because small groups have special requirements and needs and also need more HR back up assistance.
 - Debbie Clarke would be Village's contact – her assistant is Heather Shannon which will also help. They have whole team for these special groups.
 - Would like to gather employee information in September for December 1st renewal.
 - Could ask carrier to go onto a calendar term, therefore renew for 13 months the first year.
 - The earlier get renewals, the better. It leaves more time for bargaining and dealing with the carriers.
 - GBS meets monthly with Medical Mutual to go over renewals and try to get price adjustments, discuss concerns, etc.
-

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Human Resources Issues for December 13, 2010

In the ordinance about compensation for an injured employee we need to change twenty-four months to three months. Danielle, please contact David and have him write a new ordinance or tell how our present ordinance should be changed. **I think this should be passed at our December 13th meeting.**

We need to change the handbook, p. 20, Workers' Compensation, paragraph two, to state: "An employee injured on the job will be paid through the end of the workday in which the injury took place. An Injured employee who is hospitalized on the day of the injury will receive compensation for up to three months, but may also receive benefits through Workers' Compensation."

We need to change the handbook, I don't know the page, to state something like this: "Health Insurance coverage begins on the day of hire." I believe we have it written somewhere that health insurance coverage begins after thirty days.

We need to add the following to all job descriptions: Generic Physical Demands for a South Russell Employee:

- Sit at a computer and enter data
- Walk, stand, stoop, kneel, crouch, crawl, twist and reach for extended periods of time
- Use hands to finger, touch, feel objects and tools
- Lift and move objects of up to 25 pounds in weight above the shoulder
- Maintain effective audio-visual discrimination and perception needed to make observations, operate assigned equipment, read and write
- Use a telephone, communicate verbally, and use a keyboard
- Hold a valid driver's license and be able to drive a vehicle

We need to write a job description for the Fire Inspector.

Once the above are completed I think we need a face-to-face meeting with the employees to discuss each item especially the change in the ordinance about compensation from twenty-four to three months.

October 15, 2010

The Honorable Matthew E. Brett
Mayor
Village of South Russell
5205 Chillicothe Road
South Russell, Ohio 44022

Dear Friend,

At the request of several members, Sourcing Office recently procured a Benefits & HR Services Program for its members. As a benefit of being a Sourcing Office member, you are able to take advantage of the upcoming seminar offered by our partner, CPI-HR. There is no fee to attend the program, and if you are unable to attend personally, please feel free to designate another representative from your organization to attend. Here are the details:

Stay with your current carrier, keep your current benefit design, and save 23% on health care! *Sound too good to be true?*

CPI-HR has accomplished this for our clients since 2001, and has over 100 success stories to share from our Split Funding program.

Sourcing Office and CPI-HR are inviting you to an exclusive seminar to share with you the unique Split Funding process that may save you 20% or more on your current health care expenditures.

What: Split Funding Seminar

When: Wednesday, October 27th, 8:30 a.m.-10:00 a.m.

Where: 6830 Cochran Road, Solon, OH 44139 (CPI-HR Headquarters)

RSVPs can be sent to Laura Chiarelli, Laura.Chiarelli@sourcingoffice.org or call 216.581.6200 x106.

What is Split Funding?

Split Funding has been a successful alternative for many companies seeking a health care plan with rich benefits but at a much lower cost. CPI-HR's clients that have moved to the Split Funding program saved on average 23% in total health care costs.

Who is CPI-HR?

Sourcing Office selected CPI-HR at the conclusion of the public procurement process and has developed a unique and valuable program to address the following areas: **Benefits Consulting, Benefits Administration, and Payroll/HR; with additional value added services including HR Assist, HR Consulting and Wellness.**

We hope to see you on the 27th!



Bruce L. Tague
Executive Director

HUMAN RESOURCES MEETING
1/16/09

Present: Mayor, Koons, Romanowski and Porter via telephone

Reviewed Human Resources audit recommendations including job descriptions, ADA, FLSA, eligibility required for duties

Porter - ADA – physical demands of position, eg; lifting 50 pounds, etc.

Mayor, - ask Jeremy for examples of policies, samples from others

FO – give Jeremy ordinance regarding flex time. (there was no ordinance therefore FO sent him minutes stating flex time)

Human Resources Meeting
February 4, 2009 Village Hall 7:00 am

Present: Brett, Koons, Romanowski, Porter via telephone conference

Romanowski informed committee that the taxable fringe benefits issue needs to be addressed. Items that are taxable to employees are:

- Police department uniforms
- service dept. uniforms
- building department apparel
- truck use
- any apparel that can be worn outside of work

There was discussion regarding various ways to handle police department uniform reimbursement; keeping the way it is with one taxable check the beginning of the year, collecting receipts and reimbursing throughout the year (there is a cost associated with this for ADP charges – Romanowski will check into this cost), setting up an account and having officers order their uniforms and billing the Village. After discussion regarding these various ways to handle this, costs involved, possibility of people going over limit amount already set, it was decided that for now, the police department will get the taxable check in a lump sum and they will save their receipts to submit at the end of the year for human resources to review and reevaluate this issue, (what is actually spent on uniforms – is \$600 too much or too little, do they use it for uniforms, etc).

Romanowski will send memo to department heads to inform their employees of what items are taxable fringe benefits, department heads responsible to keep track of what is taxable and report taxable amounts to fiscal officer by specific date and those amounts will be taxed to employee before year end.

(steel toe safety shoes are not taxable)

It was reviewed that policies must be in place regarding taxable fringe benefits and amend the employee handbook. Koons and Porter will handle this issue.

Reviewed HR audit recommendations. Koons will meet with Mr. Iosue regarding some of his recommendations and will work on updating the job descriptions to include some items Mr. Iosue suggested.

HUMAN RESOURCES MEETING

Monday, December 1, 2008

7:30 p.m. at Village Hall

- * How to fund HSA account
 - * Village will fund accounts in 2 deposits:
 - January 2nd – 50% - (\$1,000/single)
(\$2,000/family)
 - June 1st – 50% (\$1,000/single)
(\$2,000/family)
- * How will Village adjust for new employees coming in part way through the year or leaving part way through the year
 - * No decision was made. Will look into legal issues and meet again.
- * Will the Village allow the employees to do payroll deductions for their contribution to the HSA account?
 - * Yes, employees can contribute through payroll deductions the maximum allowed by law
- * How to handle the four individuals that had opted not to take the flex save money in lieu of the Village paying for their medical premiums.
 - * No decision made. Will look into legal issues and meet again.

PRESENT AT MEETING WERE:

MAYOR BRETT

PORTER

KOONS

ROMANOWSKI

Village Hall

From: <wnek3@roadrunner.com>
To: "Mark Porter" <mp@mporterlaw.com>; "Village Hall" <svclerk@neohio.twcbc.com>; "Matt Brett" <MBrett@sage-quest.com>
Sent: Sunday, November 30, 2008 5:22 PM
Subject: Re: Health Care final details discussion

Koons will be there.

I suggest we fund half of our contribution on or around January 1 and the other half on or around May 1.

Yes, we should offer payroll deduction for employee contributions. I am curious as to how many will make contributions to the HSA.

As for the four employees not enrolling in the HSA and not able to use their FLEX in December, I am not sure what we should do. Is it fair and/or practical to refund their unused FLEX balance as of November 1?

--

William G. Koons, Ph.D.
 61 Potomac Drive
 Chagrin Falls, Ohio 44022
 440-338-1524
wnek3@roadrunner.com

----- Matt Brett <MBrett@sage-quest.com> wrote:

> When: Monday, December 01, 2008 5:30 PM-6:00 PM (GMT-05:00) Eastern Time (US & Canada).

> Where: SRV Hall

>

> *~*~*~*~*~*~*~*~*

>

> I wanted to see if we could meet prior to the Budget work session to discuss some final details in preparing for the transition to the health saving account program.

>

> Items for discussion:

>

> How and when to fund the village contributions.

> Do we allow for a payroll deduction for the employee self contributions.

> Should we/ how would we handle the four individuals that can not use their flexsave in December.

--

No virus found in this incoming message.

Checked by AVG.

Version: 7.5.549 / Virus Database: 270.9.10/1813 - Release Date: 11/26/2008 8:53 AM

Village Hall

From: <wnek3@adelphia.net>
To: "Matt Brett" <MBrett@sage-quest.com>
Cc: "Mark Porter" <mp@mporterlaw.com>; "Village Hall" <svclerk@adelphia.net>
Sent: Monday, January 08, 2007 11:46 AM
Subject: Human Resources

I have come up with the following ideas for Human Resources to work on for 2007. Let me know what you think, what you might want to add, etc.

Job Descriptions finalized
 Monitor Health and other benefits
 Work on the transfer from Nancy to Danielle by meeting with them on a regular/weekly basis.
 Performance Appraisal Implementation
 The Clerk's position. Looks like we are moving on this one already.
 Bureau of Workman's Compensation's Drug Proposal

Bill

----- Matt Brett <MBrett@sage-quest.com> wrote:

> Ok,
 >
 >
 >
 > Lets see how Bill and Mark are for 3pm.
 >
 >
 >
 > Matt
 >
 >
 >
 > Matt Brett
 >
 > Sage-Quest
 >
 > Office 888-837-7243 x229
 >
 > Cell 216-701-0961
 >
 > www.sage-quest.com
 >
 >
 >
 >
 >
 > _____
 > From: Village Hall [mailto:svclerk@adelphia.net]
 > Sent: Monday, January 08, 2007 7:20 AM
 > To: Matt Brett; wnek3@adelphia.net; Mark Porter
 > Subject: Re: Conference Call to discuss action plan for Clerk position
 >

>
>
> Sorry, but I am available at 2 p.m. on Tuesday. (Grandmotherly duties
> are calling.) I will be back in the office at 3 p.m. and available at
> that time.
>
>
>
> Nancy
>
> ----- Original Message -----
>
> From: Matt Brett <<mailto:MBrett@sage-quest.com>>
>
> To: wnek3@adelphia.net ; Mark Porter <<mailto:mp@mporterlaw.com>>
> ; Village Hall <<mailto:svclerk@adelphia.net>>
>
> Sent: Sunday, January 07, 2007 2:29 PM
>
> Subject: Conference Call to discuss action plan for Clerk
> position
>
>
>
> All,
>
>
>
> I wanted to see if we could do a conference call on Tuesday
> afternoon around 2:00 pm to discuss a strategy pertaining to the Clerks
> position.
>
>
>
> Please let me know if you are available at Tuesday at 2:00 or if
> there is another time that might work better.
>
>
>
> Matt
>
>
>
> Matt Brett
>
> Sage-Quest
>
> Office 888-837-7243 x229
>
> Cell 216-701-0961
>

> www.sage-quest.com

>

>

>

>

>

Human Resources Committee Meeting

6/26/06

Job Descriptions -
1990

up to date for accuracy

@ employee get a copy

have dept head present also

Performance Evaluation

PD

may implement / probably 2006
tie wage reviews to that

HUMAN RESOURCE MEETING

11-12-18

CARROLL, GALICKI, ROMANOWSKI

- Building Commissioner -
 - Electrical certification required?

- Building Adm. Asst. -
 - Hours W-F 8-4 pm.

No Change Chief -
NC
NC Corporal

- * - Detective - Per Chief 11-8-18 - There is no position "Detective". It is just a responsibility of a Patrolman

- Fire Inspector -
 - Report to Mayor.

- Fiscal Auditor - Take out purchase orders.

- Fiscal Officer -

- Council (report)

- Certifications w/in 5 years.

- remove pavilion permits

- remove Quickbooks, add software

- serves at Tax Adm

- Clerk of Council

one or other? - Maintenance ^(highlight) Laborer - ^(NC)

Maint. shows leads - we don't have that

- PT Patrolman.
 - Reports to Sergeant
- Adm Asst. - Board Secretary
 - title Adm Asst
- Adm Asst - FO
 - in FO absence - cc mtgs
- Street Comm. - burial records - take out.

HR Committee

1/22/18 @ 8:35 AM

Koons, Galicki, Carroll, Romanowski

- Update on job descriptions
- Establish a pay structure
- Safety Council

Schedule meetings the first
Wednesday before the first
Council meeting of the month
at 7:30 am.

Human Resources Committee
2-12-18 @ 6:45 pm

- Job descriptions - will print and distribute
- Pay structure
- Evaluation form
- Applications + resumes
- Evaluations
- Executive issue

Human Resources Meeting
Monday, March 5, 2018 – 7:30 a.m.

- Safety Official
 - Safety Meeting issue
 - Character attack
 - BWC reports complete – will pack up and give to Bldg. Inspector
- Drug testing/training
- Clemens Nelson training session
- Job Descriptions
 - Update by year end

Human Resource Committee

April 3, 2018 7 a.m.

Present: Carroll, Galicki, Romanowski

Galicki reported in the absence of the Chair of the Human Resources (HR) committee, he would report on the HR meeting that was held on Tuesday, April 3rd at 7 a.m. There was discussion on the role of an Administrative Assistant to assist the Fiscal Officer. In the absence of the Chair, he will go forward with no further discussion about that until the Chair's return at the next Council meeting.

There was discussion about incentives for physicals. There was a proposal of \$100 incentive for employees of the Village to get physicals. During the course of the discussion, it was felt without a potential tie in for a reduced rate for insurance, there was probably limited value to offering the incentive of \$100 just for the employees to get a physical. Right now there is no guidance in terms of any village employees requiring a physical so this will be an ongoing discussion.

The HR committee discussed participation in AFLAC Insurance. There is a requirement that at least three employees must participate in order to offer it. It would cost the Village nothing and the costs come out of payroll. Fiscal Officer will poll employees to gauge interest in the program and potentially set up a meeting with an AFLAC representative and employees to discuss the benefits of that program.

Regarding the Safety Official transfer of duties; still working to gather safety related files to give to the Building Inspector. For the time being, drug related files will be retained by the Fiscal Officer.

The Clemans Nelson training session is scheduled on April 12th. Participants will meet at 6:00 a.m. at Village Hall for transportation to Columbus. The committee has put together a list of questions and will be taking a copy of the Village handbook and try to see where there may be gaps in coverage on personnel issues with respect to the handbook. Unfortunately, Councilmember Carroll will be unable to attend that training due to requirements of his job. Therefore, there is one open space available if someone would like to attend ~ please let Galicki know if anyone is interested.

The next HR Committee meeting is scheduled for May 15th and June 12th.

Futures goals of the committee is to update job descriptions and investigate setting up a pay ladder schedule to be adopted by the Village.

Human Resources Meeting
Tuesday, April 3, 2018 – 7:00 a.m.

Present: Mike Carroll, Dennis Galicki, Danielle Romanowski

- Board Clerk
 - Potential issue
 - Cross training with Building Dept. secretary
- Part-time Administrative Assistant
 - Run ad online and CVT
 - Transcription and Council Packets #1 responsibility
- Incentives for physicals
 - \$100 for employees to get physicals
- AFLAC
 - Cost goal is approximately 1 hour rate each pay period
 - Must have 3 employees participate in order to offer it
 - Costs SRV nothing
 - Comes out of payroll
 - Poll employees to gauge interest?
- Safety Official
 - Working on gathering files to give to Bldg. Inspector
- Clemens Nelson training session
 - List of questions
- Job Descriptions
 - Update by year end

Human Resources Meeting
Tuesday, May 15, 2018 – 7:00 a.m.

Present: Mike Carroll, Dennis Galicki, Danielle Romanowski

- Part-time Administrative Assistant
 - Run ad on Indeed.com and CVT
 - Transcription and Council Packets #1 responsibility
 - Nairn to step in on committee?
- Nepotism
 - Feedback from OML
 - Galicki's email recusing self from process
- AFLAC
 - Survey – only two part time people interested in more info
- Safety Official
 - Met and shared information
 - Transferred all files to Building Inspector
- Clemens Nelson
 - Quote
- Miscellaneous
 - Building Inspector – contract up in May
 - Tuition Reimbursement
- Insurance company –
 - Contracts for concert in park, pavilion usage, alcohol
 - Insurance changes for playground and ball fields
 - Potential changes for retention pond

Clemans Nelson

- Copy of handbook for reference
- Hiring procedure listed in book and adopted by Council
- Can exempt employee plow
- Paying help for 1-day Trash Day – 1099 or W-2 for injury coverage
-

- Red ranch –
 - Call with appraisal value to purchase
 - Proper order
- Hocevar – contract up in May
 - Conversation- Carroll

Human Resources Meeting
Tuesday, September 4, 2018 – 7:00 a.m.

Present: Mike Carroll, Dennis Galicki, Danielle Romanowski

The committee reviewed the PAQ forms submitted from employees and had the following recommendations:

Building Commissioner/Inspector

- Current inspector was appointed as inspector, but now some refer to as Building Commissioner. Is there a difference and should that be changed?
- #4 With exposure to multiple hazardous working conditions, should more PPE requirements be listed in employee handbook?
- #7B Does not participate in personnel or labor relations activities or have access to other employees personnel files
- #11 Does not collect income tax money – collect information to give to CCA to ensure filing

Building Department Administrative Assistant

- #8 Monitor office expenses/purchase orders – this should be responsibility of Building Inspector per the PO policy ordinance
- #8 Holding a director seat on board as treasurer is not a duty/responsibility
- #11 Assists with PO process - should not be initializing the PO per the PO policy ordinance
- #16 Does it require completion of trade or vocational school?
- Old job description – clarifying the monitoring the pumping of septic systems

Board Clerk

- Title – Currently has 3 job descriptions, ABR Secretary, ZBA Secretary and Planning Commission Secretary. Believe this should be combined into one job description of Board Clerk
- #2 Immediate Supervisor was listed as Fiscal Officer – however currently it is listed as Mayor – Committee recommends it be the Building Inspector
- #3 Estimated hours per week should be determined
- #6 If not doing newsletter and it goes back to administrative office, would not need to know Publisher
- #9 Board Clerk should not do special projects and newsletter – should be administrative functions
- #16 Is possession of an associate degree necessary?
- #6 – Should not take 12 months to reach acceptable level

Fire Prevention Officer

- #2 Should report to Building Inspector

Fiscal Officer

- #8 Duties and responsibilities – is both Fiscal Officer and Tax Administrator. Tax Administrator is a separate part-time job per ordinance. Can Council take action to remove and then include Tax Administrator as a responsibility under the Fiscal Officer title?
- #8 Recently, since form was completed, pavilion permit responsibility was moved to the Building Inspector
- #8 Newsletter was recently moved to Board Clerk per Mayor, however with new Board Clerk likely in near future, should that responsibility stay with the Administrative office and go to the new part-time Administrative Assistant hired 9/10/18. Committee recommends moves to part-time Administrative Assistant

Part-time Administrative Assistant

- #8 Prepare/type Council meeting minutes - given a 16/hour per week schedule, that would take approximately 25-30% of time.
- #13 Skills should include typing, filing, computer skills, general office skills, organizational skills, attention to detail, and communicate effectively
- #14 Previous experience should include over 2 years

Police Chief

- Should it take 8-12 years for Police Chief to reach acceptable levels of performance?
Recommend 12 months

Street Commissioner

- #16 is possession of an associate degree necessary
- #8 Duties and responsibilities – if managing department, can he still be required to plow, operate machinery, etc.

Operator/Maintenance

- #8 Tim Alder - Take instruction and run crew – should job description be different?
- #8 - Jeff Pausch – Mechanical repairs – should job description be different

Seasonal Summer Help

- #8 Old job description adopted in 2017 listed landscaping as more of a priority – this job description is different

-
- Human Resource Committee questions if Safety Responsibilities should be a separate job description. It recently was moved to the Building Inspector but question if that is the fox guarding the hen house.
 - Is the Mayor the Safety Director per the ORC?
 - Should all job descriptions include the statement “Other duties as assigned” to cover additional tasks not listed?
 - Should Titles of Building Inspector be changed to Building Commissioner, ZBA/PC/ABR Secretary be changed to Board Clerk and should Tax Administrator fall as a responsibility under Fiscal Officer?

Human Resource Committee
October 31, 2018 – 8:30 a.m. at Village Hall

Present: Carroll, Galicki, Romanowski

- The Human Resource (HR) Committee met on October 31st where draft job descriptions from Clemans Nelson were reviewed and some errors found. The committee members will work with Clemans Nelson on correcting and finalizing these documents and then they will be forwarded to Mayor and Council for approval.
- The Committee also discussed new time and attendance tracking software offered by Paychex. This software could streamline the payroll process and reduce the work load for all departments while offering a wide variety of reports. The HR Committee has invited the Finance Committee to a webinar demonstration of the software. If this gets approved, the goal is to implement this new process the beginning of 2019.
- An advertisement for a new Board Secretary was placed in the Chagrin Valley Times as well as placed on Indeed.com. The Village only received one application from the newspaper and the Indeed ad was turned off after a couple days with 38 responses.
- Given the Village rescinded Lorraine Sevich's first resignation letter, she has submitted a second letter of resignation which is in the Council packet. Accepting her resignation has been added to the agenda for Monday's meeting.

Human Resources Meeting

10-31-18 @ 8:30 a.m.

- Salary survey – goal is week end
- Review job descriptions
- Set date to review Paychex Time & Attendance with HR Committee, Mayor and Finance
- Advertise for Board Secretary – received 38 applications from Indeed and 1 from CVT
- Discussed soft billing with fire & EMS – Carroll said it was not in the contract.

Human Resources Meeting
Thursday, December 6, 2018 – 7:00 a.m.

Present: Mike Carroll, Dennis Galicki, Danielle Romanowski

- Memo
 - Physical Incentive sample
- Pay Range Ordinance
 - Council over range – amend
- Tuition Reimbursement
- Vac/Sick carryover
- Paychex Tracking
 - Start 1/1/19
 - Clock in and out
 - Schedules online
 - Vacation requests
 - Continue with Google timesheets initially until any bugs worked out.
- Clemans Nelson Salary Comparison
- Payroll verification
- Job Descriptions

Human Resources Meeting
Thursday, November 16, 2017 – 7:45 a.m.

Handbook

- Revised per meetings
- “Call-out” clarity
- Hiring Procedures
- Sick time calculation
 - $120 \text{ hours per year} / 2080 \text{ hours} = .0577 \text{ per hour missed}$
 - Calculation can be done at YE or Quarterly unless in need to use

Comp Time

- Earnable vs Non-Earnable

Part time summer help

- Pay same or increase

Part-time Assistant

Human Resource Committee Meeting
Monday, December 9, 2019 8:05 a.m.

Present: Chairman Galicki, Councilman Carroll, Fiscal Officer Romanowski

Chairman Galicki advised the meeting was being held to discuss issues involving the adoption of the Village Employee pays scale. The Fiscal Officer presented the current pay scale and attached amendments. In the past, she advised that a range would be created above and below the employee's pay. It would be updated when the employee was nearing the maximum. After meeting with Clemans Nelson earlier in the year, more information was then included. She had not yet figured out the 2020 salaries and whether they would be within the range. The Fiscal Officer knew that the Building Department Administrative Assistant/Board Clerk would not be within the range because she was started at the top of the pay scale. It would be necessary to amend the Pay Range Ordinance, but she was unsure of how the committee wanted to do it – based on past practice or per Clemans Nelson's suggestion. Carroll asked if 3% could just be added to the Pay Range Ordinance. The Fiscal Officer said she had not had a chance to cross check to make sure the range recommendations from Clemans Nelson fit within the same range. Carroll suggested cross referencing the Clemans Nelson range and then add 3%. The Fiscal Officer advised that if there was an issue of someone not fitting into the recommended pay range with the 3% she would let the committee know. Galicki thought this was the easiest way to accomplish this. Carroll stated that other than the Building Department Administrative Assistant/Board Secretary, he felt everyone would probably be within the range. She would not because her beginning rate was at the top of the range. Galicki recalled, at the time of the Clemans Nelson report, everyone was within the range. Given that, he thought the committee could propose a pay scale at the Council meeting that incorporates the 3%. Carroll clarified that this would be adopted by ordinance to the pay ranges, so he would have an ordinance for the pay increase. Galicki stated the committee could introduce the pay increase at the 12-09-19 Council meeting, and the Fiscal Officer explained that they already addressed increases. She explained that it would be presenting legislation that the raises have to fit within the pay ranges. She said she would update the Village's pay range ordinance and any issues would need to be discussed for the next year. She added that Clemans Nelson suggested that if an employee were at the top of the range, that didn't mean the ranges got changed as the ranges would only be changed every so many years. When someone maxed out, that person would get a bonus equal to what the raise would be, but it would not increase his/her salary. She stated the this is not how the Village is doing pay ranges currently, but it was the proposal by Clemans Nelson. She felt this would need to be a discussion of Council to understand and weigh in on. Carroll agreed, and said the easiest thing is to cross reference the pay ranges with Clemans Nelson and add 3% to everything to ensure all positions are within the ranges. Next year, there would be a bigger HR discussion to decide how pay ranges will be handled going forward. He added that the model should be if someone meets the maximum in a pay range, then he/she receive a bonus. The idea was to smooth out pay so that while they may not be at the very top, they were in the upper tier to make

the jobs attractive to prospective employees and to preclude employees from leaving to go to other agencies for more attractive pay.

The Fiscal Officer stated that the second issue was if the Building Department Administrative Assistant/Board Clerk started at the highest range and the Fiscal Officer increased the Pay Range Ordinance 3%, that would cover the across the board raises everyone received. Once she reaches the end of her six-month probation, sometimes a small increase in salary is considered. Carroll said they would address the pay range at the time, instead of muddying up the current issue. Galicki agreed. Carroll acknowledged that if the Building Department Administrative Assistant/Board Clerk does receive a raise, her pay range would have to be adjusted again, but it would only be her pay range on the ordinance. Galicki added that the issue with Zoning Inspector would complicate the compensation as well. Carroll added that if she were to take the position, which Council recommended, she would get additional pay from it. He explained that she would have two titles and be paid according to which job she was doing at a given time. Carroll said this was not uncommon to fall under two pay classifications. Galicki added that she would have to keep timesheets that reflect the division of labor, not just an additional 10 hours.

The Fiscal Officer provided the committee with her tuition invoices. She explained that for tuition reimbursement, she would have to show the committee that she had received a B or above. She showed the committee receipts in excess of \$2,000 in tuition, but the policy is a \$2,000 max reimbursement. She also showed the committee that she did not use a credit card, but rather an electronic check. Galicki asked if it had to be approved, and the Fiscal Officer said it does not, and that she is required to provide a copy to the committee and the Mayor. She added it would be on the Bills List for the Council meeting.

The Fiscal Officer called the Committee's attention to her report wherein she provided recommendations relative to the Building Department Administrative Assistant/Board Clerk. Galicki and Carroll stated they had not yet read the report. The Fiscal Officer explained that through the time she has spent at the Building Department, she has been able to learn and assess some of the processes of the department. She stated that the Mayor wants to increase the Building Department Administrative Assistant/Board Clerk by 10 hours across the board. The Fiscal Officer recommended that she and her Administrative Assistant move over to the Building Department office so that cross training could occur to enable more than just one person to understand the Building Department operations. She thought it would be beneficial to understand the software so that if the Building Department Administrative Assistant/Board Clerk were to go on vacation, there would be someone else who could keep the department operating in her absence. Carroll stated that operational efficiency would be improved by having the Fiscal Officer and Administrative Assistant work with the Building Department Administrative Assistant/Board Clerk. Galicki stated that if this were to be pursued, it should be about consolidation of Village Offices as opposed to specifically about the Building Department Administrative Assistant/Board Clerk. Carroll said that this had been discussed and felt that even partial cross training would be beneficial. This could preclude the recurrence of contacting

former employees, although they have been kind to help. The Department could be open from 8:00 a.m. to 4:00 a.m. daily. Additionally, instead of having Hocevar stop in daily, specific days could be established on which inspections would be conducted. He added that if the Village were to contract this service, there are other companies like Safe Built and other companies that can do this. The Fiscal Officer agreed that a set schedule would be helpful. If it were something critical that occurred on a day not designated for inspections, Hocevar indicated that his back-up is the county, and if it is critical, he could make it happen. Carroll said he could not see any reason for the Fiscal Officer and Administrative Assistant not to move over to the Building Department that it would provide for operational efficiencies and consolidation of the Village Offices would also be good. The Fiscal Officer added that combining office machinery would also be beneficial. Carroll agreed and said that this also improves the service provided to the residents. The Fiscal Officer stated that essentially, it would be a 40-hour a week department. Carroll asked how often the Fiscal Officer gets walk-in traffic, and she replied that it might be one person a month that actually comes to Village Hall for her. He stated that consolidation of Village offices would offer many benefits. Galicki stated it should be a matter of efficiency and benefits to the Village. Galicki recommended looking at the office space to determine the best configuration. Carroll stated at one time there were four people in the Building Department. The committee discussed potential organizational and file storage issues with a combined office and concluded the arrangement would be beneficial.

Regarding hours, the Fiscal Officer proposed that until March 31st, perhaps Council could pass a motion stating the Fiscal Officer could give the Building Department Administrative Assistant/Board Clerk up to an additional 10 hours based on what is being done in the office if there were a consolidation. She added that if some of the processes could be discontinued that appear to be redundant, it might streamline the process. The Fiscal Officer added that there are four file drawers of open projects that the Building Department Administrative Assistant/Board Clerk must address to close them which involves arranging for inspections and ultimately refunding deposit money. She added that it constitutes part of the \$80,000 in construction deposits being held by the Village.

Carroll addressed the appointment of the Zoning Inspector. The Fiscal Officer stated in her meeting with the Mayor, Hocevar, and the Building Department Administrative Assistant/Board Clerk, the Mayor stated that because the Building Department Administrative Assistant/Board Clerk was behind, he was not going to recommend her for Zoning Inspector at this time. Galicki and Carroll were concerned about giving the Building Department Administrative Assistant/Board Clerk 10 extra hours because they would never be given back if they were not eventually needed. Carroll was concerned that the hours would just keep escalating and become 40 hours a week. The Fiscal Officer proposed that the Building Department hours remain the same for the winter while the office is being sorted out, and then perhaps by March the consolidation might be complete. Carroll stated he would support up to 10 hours at the Fiscal Officer's discretion but would note that his fear is that it would become automatic after the first

quarter. He did not want the Building Department Administrative Assistant/Board Clerk to have false hope that it is guaranteed after the 31st. It would be to build the transition in and help her get caught up. At that point, the situation would be assessed. The Fiscal Officer suggested that a motion be passed to this effect, with the caveat that it be reassessed at the end of March. She thought the Building Department Administrative Assistant/Board Clerk could use the extra hours, but questioned efficiency and prioritization, etc. Carroll acknowledged the benefit of cross training and speculated that the Fiscal Officer might come back at the end of March and say that due to the model that they are trying to implement, there is a need to make the hours permanent. There would be an understanding that there would be an ebb and flow between the three people in the office. Carroll said that there is an opportunity to integrate and consolidate the offices and timing is good to do this. The Fiscal Officer stated she envisioned it as an administration office where everyone would be there to help each other. Carroll thought it was easier for the residents to have everything collocated. Galicki emphasized the process would have to be a gradual one over time. The Fiscal Officer agreed.

Carroll stated if the Building Department Administrative Assistant/Board Clerk became Zoning Inspector, theoretically, it might be a full-time position, and with the Fiscal Officer could share an Administrative Assistant who floated between both that works 30 hours a week. Galicki warned that it was also important for the Building Department Administrative Assistant/Board Clerk to be on time and available during the posted hours. Carroll stated he struggled with other situations where part-time employees wanted hours but wanted to take vacation for two to three weeks and then regain the hours. In his view, part-time employees are paid when they are working and are not paid when they don't work. It is not about making up hours. Galicki advised that was what was problematic with guaranteed hours, he felt this was a bad direction. The Fiscal Officer explained that previously they were hours managed by the supervisor. With guaranteeing the hours, there were problems with employees asking how to make up hours with the holidays. Carroll used an example that there are hours promised, but if the employee does not work them in that week, they should not make them up the next. Carroll thought consistency was important in the hours with the employees.

The Fiscal Officer addressed her supervisory role with the Building Department Administrative Assistant/Board Clerk, and relayed that she was told she could work from home if the weather were bad. Galicki stated that the position of the Building Department Administrative Assistant/Board Clerk is to serve residents from the Building Department office. He understood working at home with someone serving only as the Board Clerk, but not with an employee who is supposed to provide service to residents in the Building Department. The exception would be in the case where all Village offices are closed due to weather. Galicki added that there should not be an exception made for one department, but all departments. The Fiscal Officer added that the Building Department Administrative Assistant/Board Clerk working from home should be the supervisor's decision but was not at the present. Carroll advised that if the Fiscal Officer is

being circumvented by the Mayor, she should document it and discuss it with the Mayor and the Solicitor. Working together in the same office might alleviate the problem as well.

Galicki stressed that if the Fiscal Officer is the direct report, she must exert this authority on the employee as well as on any individual who may be circumventing her authority. Although it may be difficult, it is important to discuss the issue.

The committee discussed the Fire Prevention Officer and his current level of service. He currently works 30 hours per year.

The Fiscal Officer stated she would work on the Pay Range Ordinance for the Council meeting. Carroll asked what the issue was for 2013 that the Mayor wanted to discuss with Council. The Fiscal Officer said she thought it was 2013 to the present. Carroll asked why specifically 2013. The Fiscal Officer said the Mayor questioned Laura Heilman's pay in 2013 and 2014. She explained she thought he was trying to show that when the Village had Heilman and Hocevar, they were both 40 hours per week. There was also a Board Clerk working 5 to 10 hours a week on average. This was a total of 90 hours. Now there is just the Building Department Administrative Assistant/Board Clerk. Galicki questioned whether the Mayor was considering whether there was 90 hours of work. Just because there were people on the payroll, did not mean there weren't full-time employees doing a part-time job. Carroll noted that the Village had been using the part-time model for a year and there were no glaring holes. Galicki questioned how the Building Department Administrative Assistant/Board Clerk was already behind. Galicki noted that the Building Department Administrative Assistant/Board Clerk stated in her interview that Broadview Heights got more permits in a day than South Russell gets in a month. Galicki questioned how it went from this statement to needing more time. The Fiscal Officer asked the Building Department Administrative Assistant/Board Clerk this question and noted that the Village thinks the way it does because of the code. The Fiscal Officer questioned the Solicitor about some of these issues, specifically involving the construction deposit process, which is time and labor intensive. Typically, deposits were returned, and the Village absorbs the costs of inspections in the cases where problems arose down the line. Carroll said it did not appear there was a good outcome from the process. The Building Department Administrative Assistant/Board Clerk also relayed to the Fiscal Officer that in Broadview Heights, there were four people in the office. She explained to the Fiscal Officer that if she was busy or doing minutes, there was someone else covering the counter. There was an instance where the Building Department Administrative Assistant/Board Clerk was taken to see something by Hocevar during the workday but did not tell anyone she was leaving. A contractor then came in during office hours and was waiting in the parking lot. A Council member saw the contractor standing in the parking lot and talked to him to try to offer help. The Fiscal Officer told the Building Department Administrative Assistant/Board Clerk that she needed to tell someone so there could be someone there to cover the office. Carroll reiterated that this would be the benefit of consolidating. The Fiscal Officer stressed the need to examine the processes. Carroll also saw the benefit of team building. Galicki expressed concern that despite the opportunity for a

fresh start, it seems like they are heading down the same old paths. Carroll thought having an unbiased person in the Building Department would help build the trust.

To summarize, Carroll stated he was ok with up to an additional 10 hours at the Fiscal Officer's discretion through the end of March with the understanding that the offices are being consolidated. The Building Department Administrative Assistant/Board Clerk should be told it is not guaranteed, and it will be reevaluated. The Fiscal Officer added that she was hoping to get additional hours for her Administrative Assistant to assist with the process and asked the committee to consider that as well. Carroll asked if she already was at 24, and the Fiscal Officer explained that was for her current position, but she was asking for purposes of cross training and getting organized with the consolidation. Carroll stated they should start with the Building Department Administrative Assistant/Board Clerk and go from there.

Meeting adjourned at 9:00 a.m.

A handwritten signature in cursive script, appearing to read "Dennis M. Galicki", is written over a horizontal line.

Dennis Galicki

Prepared by Leslie Galicki

**Building Committee/Human Resource Joint Committee Meeting
Thursday, October 3, 2019 4:00 p.m.**

Present: Building Committee - Chairman Schloss, Councilman Porter
HR Committee - Councilman Galicki
Councilman Carroll (arrived 4:30 pm)
Fiscal Officer Romanowski

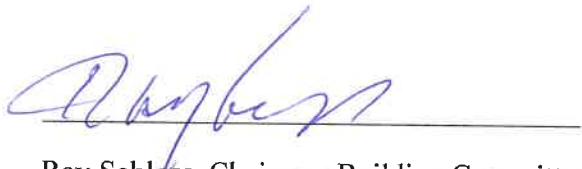
At 4:00 p.m. Schloss called the meeting to order, attendance taken. Schloss made a motion to go into Executive Session to conduct Zoning Inspector interviews, seconded by Porter. Roll call: Ayes; Schloss, Porter & Galicki.

Carroll joined Executive Session at 4:30 p.m.

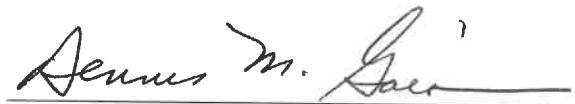
Joint Committee meeting reconvened at 4:47 p.m.

Porter made a motion to recommend Susan Hirsch to the Mayor for an interview for potential employment as the Village part-time Zoning Inspector, seconded by Galicki. Voice vote: ayes; all. Motion carried. The committees are recommending the Mayor to interview Hirsch, Jacob and Aspery for part-time Zoning Inspector position.

Meeting adjourned at 4:49 p.m.

A handwritten signature in blue ink, appearing to read 'Ray Schloss', written over a horizontal line.

Ray Schloss, Chairman Building Committee

A handwritten signature in blue ink, appearing to read 'Dennis M. Galicki', written over a horizontal line.

Dennis Galicki, Chairman HR Committee

**HUMAN RESOURCES COMMITTEE MEETING
THURSDAY, OCTOBER 3, 2019 – 4:50 P.M.**

MEMBERS PRESENT: Galicki, Carroll, Fiscal Officer Romanowski

VISITORS: Porter, Schloss

Fiscal Officer informed the Committee that Interim Street Commissioner Alder inquired as to whether there was a pay raise included with the “interim” period of him serving as Street Commissioner.


Fiscal Officer informed the Committee the range for the Street Commissioner position is \$33.07/hour to \$46.29/hour. There was discussion about increasing the salary during the interim period, but to make it clear to Alder if he doesn’t get the position permanently, the salary would go back to what it currently is. There was also discussion about doing a bonus versus increasing the pay for the interim period.

Various options of the department structure were discussed including having a Street Commissioner from either promoting from within or hiring from outside, creating a foreman position, hiring an additional full-time employee for a total of five full-time, hiring one or two part-time summer helpers, or possibly having the Police Chief become the “Commissioner” doing the administrative tasks with a working foreman doing the working laborer duties.

Fiscal Officer recommended that the Committee and Council keep in mind that if they move to five full-time workers right out of the gate with all the potential changes in the department, it will be hard to cut back or let someone go if the Village decides it is more manpower than what is needed. She suggested with all the changes, perhaps Council would want to have four full-time workers, make the changes with lawncare, etc. and then see if another worker is needed and if so, add them at that time. It is always easier to add an employee, but it would be hard to get rid of an employee if it is determined the manpower was more than what is needed.

Fiscal Officer informed the Committee there was a request by the Interim Street Commissioner to consider a pay increase of another member of the Street Department.

Meeting was adjourned at 7:20 p.m.


Dennis Galicki, Chairman

**Building Committee/Human Resource Joint Committee Meeting
Wednesday, September 25, 2019 4:00 p.m.**

Present: Building Committee - Chairman Schloss, Councilman Porter
HR Committee - Councilman Galicki (arrived 4:10 pm)
Councilman Carroll (arrived 5:25 pm)
Fiscal Officer Romanowski

At 4:00 p.m. Schloss called the meeting to order, attendance taken. Schloss made a motion to go into Executive Session to conduct Zoning Inspector interviews, seconded by Porter. Roll call: Ayes; Porter and Schloss

Galicki joined Executive Session at approximately 4:10 p.m.

Carroll joined Executive Session at 5:25 p.m.

Joint Committee meeting reconvened at 6:15 p.m.

It was agreed to recommend Jacob and Aspery to the Mayor to do second interviews for the part-time Zoning Inspector position.

At 6:18 p.m., Porter made a motion to adjourn, seconded by Schloss. Voice vote; ayes, all. Motion carried.



Ray Schloss, Chairman Building Committee



Dennis Galicki, Chairman HR Committee

**HUMAN RESOURCES COMMITTEE MEETING
TUESDAY, SEPTEMBER 9, 2019 – 6:30 P.M.**

MEMBERS PRESENT: Galicki, Carroll, Fiscal Officer Romanowski

Galicki stated because the candidate for Administrative Assistant to the Building Department/Board Secretary declined the job offer at a rate of \$20.00 per hour, it would be necessary to develop a strategy for filling the position. Galicki reported that the Mayor proposed filling it with a temp, and Galicki suggested discussion by the HR Committee and/or by Council of the efficacy of going in this direction. Additionally, it would be necessary to discuss the eventual reporting relationship of the new hire. He did not think this individual should report to a contractor because the contractor was not a Village Official. Galicki also did not think it would be the best choice to have the individual report directly to the Mayor as a direct report. He believed there should be a department head to whom the individual should report. He summarized that the matter for discussion would be whether the individual should report to a department head and if so, what department head that would be.

Regarding what would be done with the Building Department administrative position, he recommended looking at the next group of candidates. With the last round of interviews, the two most promising candidates were chosen. He added that according to the Fiscal Officer, the Village received approximately 100 applications, and she provided a list of 8 for the Administrative Assistant position and 10 to 12 for the Zoning Inspector position. Instead of filling the position with a temp, he suggested reinvigorating the search by looking at the next group of candidates.

Carroll thought it was worthwhile looking at the group of candidates and asked if the position was still posted. The Fiscal Officer said it was still listed on Indeed.com. He thought it was unfortunate that the candidate turned the position down but added that South Russell was not Broadview Heights, and he did not want to be in a position of starting high and then potentially having more and more requested. The Fiscal Officer advised that one applicant worked for Solon's Engineering Department. Another applicant had administrative experience, but also served on a Zoning Board of Appeals (ZBA) in a city. After these two applicants, the Fiscal Officer was trying to find applicants with experience with construction related experience.

Regarding reporting relationships, Galicki asked if this should be brought to Council for discussion. Carroll thought this would be beneficial. He added what would be most appropriate would be to have the person report to another department head, since there was a contractor and no department head in the Building Department. Galicki agreed and said it would be good to have this construct maintained for the quarter because with the start of 2020, there might still be no Building Official.

The Fiscal Officer provided the committee with a job description example that contained reporting structure. She also provided one prepared by the Solicitor for the part-time Zoning position, for which there was legislation on the agenda for the Regular Council meeting.

Galicki said if the Village filled the Zoning Inspector position, in many of the neighboring townships and villages, that individual worked one to two days a week. He was unsure how it would work to have someone who worked five days a week report to someone who worked one or two days a week. He thought it would be worthwhile discussing it.

Carroll said some communities have a Street Commissioner who also serves as the Building Inspector and there are different models where the Police Chief or Street Commissioner might fill the position. While moving forward in replacing the Street Commissioner, this might be a piece Council could consider. In this way, the Administrative Assistant would have a department head to whom to report.

Galicki did not think a part-time Zoning Inspector needed to be at the Village four to five days a week. Carroll agreed. The Fiscal Officer added that a lot of the Villages with part-time Zoning Inspectors have them on an on-call basis or have them one designated day. Galicki agreed and said he was aware of communities that had the Zoning Inspectors for one to two days a week, and that one part-time Zoning Inspector scheduled a specific day of the week to address the municipality's needs and would add a second day if needed. Carroll added that the Zoning Inspector in Russell did not have a lot to do. He suggested that if the position were filled by a Village official, it would make it more fluid and take away from a strict schedule. He thought it would behoove the Village to combine the position.

The Fiscal Officer stated that one of the applications provided to the committee was from a gentleman who was formerly a Street Commissioner. Carroll said with the Street Commissioner retiring, it was necessary to have some serious discussions to determine the model the Village would pursue. His position would be to consider combining the Street Commissioner position with the Zoning Inspector because he was out on the road seeing things. The Police Chief is out on the road as well but has taken on many collateral duties at this point.

Galicki asked if a motion would then be needed to post for the Street Commissioner vacancy, and Carroll said he thought it was. He added that either in the ad or during the interviews, the dual role and inclusion of zoning as a responsibility could be discussed. Carroll was uncertain whether the combined or singular position should be posted. He said that if individuals working in the Street Department were interested, Carroll said they should be encouraged to apply. He wanted them to understand that Council was casting a wide net that could land on them, but it was necessary to keep a wide lens. Galicki added that they would not want to give the impression that someone already had it in the bag.

The Fiscal Officer said a motion should be made for this and it was on the agenda for the Regular Council meeting. The ad could go into the paper the following day, as well as posting it on Indeed.com. In two weeks at the next Council meeting, it would be possible to view the results of the ads.

Galicki said even without combining the position, the Village received a lot of applications for Zoning Inspector. Carroll agreed with this, and Galicki said it may not be necessary to cross the combining bridge today and suggested just posting for the vacancy for Street Commissioner position. Carroll agreed.

The Fiscal Officer provided the committee with the job description for the part-time Zoning Inspector, for which there would be legislation at the September 9th Council meeting. The Solicitor changed it to part-time and reporting to Mayor and Council. Carroll asked if this was the Solicitor's revision, and the Fiscal Officer said it was and the Solicitor suggested revisiting all of the job descriptions, like the Department Heads to include this verbiage. Galicki asked if the Zoning Inspector would be considered a Department Head with only potentially working two days a week. He felt this was something they needed to consider going forward with structuring the Building or Zoning Department. He suggested introducing the topic.

Carroll viewed that there were three options: part-time Zoning Inspector, a Building Inspector that does zoning part-time, or having one of the current Department Heads apply into the position. Galicki said adopting the legislation establishing the part-time Zoning Official could be problematic because it established a reporting relationship. Carroll suggested it could be updated by ordinance. Galicki asked if there was merit in adopting it or waiting until the reporting relationship was defined. Carroll said he would support the adoption the way it was written by the Solicitor with Mayor and Council. The Fiscal Officer indicated there was also a question about the part-time Zoning Inspector supervising the Zoning Secretary. The Solicitor's question involved the fact that the Village did not currently have a part-time Zoning Inspector, and if an Administrative Assistant were hired, there needed to be clarity to who that person would report. Carroll said that the part-time Administrative Assistant should report to the Fiscal Officer or another full-time Department Head until determination was made for the other position.

Galicki asked if this should be opened up to Council for discussion and Carroll felt the committee should provide a recommendation that the individual report to the Fiscal Officer for the interim until such time the Village identifies what it is doing with the Zoning Inspector.

Carroll summarized to say that the Village would post for the Street Commissioner position, the Zoning Inspector was already posted, discuss the reporting for the Administrative Assistant, and adopt the part-time Zoning Inspector job description.

The Fiscal Officer also asked the committee to approve her Fraud Examination class which directly relates to her job. She felt that her coursework thus far had raised her awareness. As an example, she cited the Village practice of the Building Department staff accepting permit fees, which was essentially paying the people who were doing the inspections, often in cash. She questioned whether this was a wise choice. She saw this as an issue with the potential of hiring a new individual who would be alone collecting money. Carroll asked about checks and balances. He suggested the Finance Committee determine a better tracking system and make it applicable to all departments. Carroll also suggested including the Fiscal Auditor in the process. The Fiscal

Officer said she has what the Building Department Secretary gives her, and she deposits it, but there could be skimming where it never gets to the books.

The Fiscal Officer asked the committee if they wanted her to physically work out of the Building Department after the Building Secretary's last day since a replacement had not yet been found. Galicki said there was a proposal to fill it with a temp. He added that a temp might also need guidance. Galicki realized this was another issue that would need to be discussed with Council along with whether the Village would be transitioning to county services. Carroll questioned whether the Village was doing more of a disservice to the residents with only having Hocevar sporadically available; where if someone knew an inspection was needed, they could call the county by 9:00 a.m. and they could get an inspection that day. People are potentially being delayed with inspections because of the Village's current model. Carroll acknowledged Hocevar's willingness to stay with the Village during the process. He questioned whether the sign in sheet was implemented to help identify walk-in traffic, and felt it was still an important tool the Village could use to better understand the Building Department activity. Galicki stated that he was approached by Jim Flaiz, who was having an addition put on his home, and his contractor was looking for an inspector, but Hocevar was on vacation. Galicki offered to him that if the building services were covered by the county, he would not have encountered the delay.

Carroll pointed out that the Administrative Assistant/Board Secretary was necessary for the Village to have, and this individual could assist the residents. Galicki explained that most everything in the way of forms and information was on the county's website which helped residents get through the process. Carroll said with an individual who was familiar with the process in the office, it could help expedite matters for the residents. The office could be set up with the forms and someone who could explain.

The Fiscal Officer said by the end of the year, she would need to look at the pay range ordinance. Carroll suggested when doing the raises, they could fold it all together and adjust it accordingly and adopt it all at once.

Meeting was adjourned at 7:08 p.m.



Dennis Galicki, Chairman

Prepared by Leslie Galicki

Building Committee/Human Resource Joint Committee Meeting
Wednesday, August 28, 2019 5:30 p.m.

Present: Building Committee - Chairman Schloss, Councilman Porter
HR Committee - Chairman Carroll, Councilman Galicki (arrived 6:25 p.m.)
Mayor William Koons (arrived at 6:45 p.m.)
Fiscal Officer Romanowski

At 5:30 p.m., Schloss called the meeting to order, attendance taken. Porter made a motion to go into Executive Session to conduct Building Department interviews, seconded by Schloss. Roll call: Ayes; Carroll, Porter & Schloss.

Galicki joined Executive Session at 6:25 p.m.

Joint Committee meeting reconvened at 6:45 p.m.

Mayor Koons arrived at 6:45 p.m.

Discussion was held regarding the two candidates interviewed; background, history, etc. While both candidates had history working in government, Candidate #1 (N.G.) stood out. She has 14 years' experience in multiple zoning-related positions, experience in using the same Building/Zoning software SRV uses, an outgoing personality and a great recommendation from a former co-worker.

It was the recommendation of the Building Committee and the HR Committee to the Mayor to hire Candidate #1 (N.G.) for the part-time Administrative Assistant/Board Clerk position for up to \$20/hour with a 6-month probation/review. This is a 25-hour per week position.

The Mayor will interview both candidates on 9/3/19. There will be a Special Council meeting held on 9/4/19 at 6:00 p.m. for the purposes of hiring a part-time Administrative Assistant/Board Clerk contingent upon passing a pre-employment drug test. The hope is that the candidate will accept the job and be able to work out an arrangement with her current employer to work 9/9/19 and 9/10/19 with the current Building Department Administrative Assistant for her last two days of employment with the Village.

At 7:00 p.m., Porter made a motion to adjourn, seconded by Schloss. Voice vote; ayes, all. Motion carried.



Ray Schloss, Chairman Building Committee



Dennis Galicki, Chairman HR Committee

Recording End 2:06:10

8/19/19

HR + BLDG COMMITTEES

6:30 PM

PRESENT = SCHLOSS, CARROLL, PORTER, GALICKI, KOONS
ROMANOWSKI

Wilson submitted resignation

S- Figure out what to do from now
~~is~~ until 9/10/19.

Have FD + Adm. help out until 9/10
to see what paperwork is

C- Need to replace at some level.
Recommended CN recommendation to have
1 person for Bldg Secretary/Clerk

G. Will recuse self from idea of
Adm. helping

Post/ad for vacancy. Fill ASAP
until then. Some kind.

P. Bldg Dept Secretary/Clerk Both
will be ideal. Applicants
Sig. adv Bldg Secretary + Board
position look to fill before

Need to accept Wilson resumé

S- what do wldiapt

C- Have to have zoning. Can talk to other communities about sharing.

~~Think~~ PT route doesn't seem to be
look @ going to county.

B- Have Hovecar until May 2020
Can advertise again - see if others
apply.

G - Establish direction by 2020. Jan
village starts collecting fees. to be
fair to contractors.

C - Woodmead • Chagrin is an option per
Mayor.

P- can **contract** out Bldg.

C- PT will be difficult - FT cannot
be justified

D- transition is quick. Bldg. Dept act
for us.
24-hour turn around

Kris leaves to shadow as she leaves
Post opening this week + try to hire
before Kris leaves.

C- See if interested candidates would
be interested in both Post ad
for D.

P- ad run this week.

G- don't get ^{hung on bldg} up experience
"Desirable"

K. Keeping Bldg. - C. not sure.

C- Filling position open now.

P- Have to have zoning dept.

S- Ray said Dave will stay -

- Advertise for combined position

Hocwar contract until June 2020

P - CCL weigh in
G. Twp have zoning inspector.

K - Adm/Clerk
Bldg → Cty.

P - Hard time keeping bldg dept PT
Hocevar is supportive.

C - next year is good timeline

P - No luck w/ PT Bldg/Zoning

G - Value in doing due diligence
- Update website

Jan 1 -

S - Can share w/ Zoning. G -
replied they are busy.

C - Russell twp might be an option

Adj. 7:10 Am.

Human Resource Committee Meeting

May 3, 2019 – 4 p.m.

- Building/Zoning Department:
 - Recommendation to Council for department structure
 - Contract with Inspection Solutions for what period
 - Contract review
 - Approval for advertisement for PT Building/Zoning Inspector
 - Area advertisements
 - PT Building/Zoning Inspector Job Description
 - To Clemans Nelson or administrative task
 - Approval of revised PT Administrative Assistant Job Description
 - Reporting structure – options
 - Current Building Adm Assist or advertise
- Job Descriptions
 - Legislation to adopt FA and new PT Bldg Dept Adm Asst and PT Bldg/Zoning
 - Inspector Need to add Fiscal Auditor – missed on legislation
 - Never received Building Department Administrative Assistant signed form
 - Part-time Building/Zoning
- Salary Schedule

Human Resource Committee Meeting

May 3, 2019 – 4 p.m.

Present: Galicki, Romanowski, Carroll (arrived at 4:30 p.m.)

Visitor: Schloss

At 4:20 p.m. Galicki started the meeting and reported that the HR Committee was considering recommending to Council to go with the recommendation from Clemans Nelson to go with a part-time Building/Zoning Department at 24 hours per week. Schloss said the Building Committee would be meeting on 5/8/19 and would discuss the proposed HR recommendation. He said he felt it was a good recommendation.

Carroll arrived at 4:30 and was updated on the discussion. Carroll agreed with the proposed recommendation to follow the Clemans Nelson recommendation and go with a part-time Building/Zoning Department to be open 24 hours per week.

Fiscal Officer stated that Inspection Solution's (Dave Hocevar) contract expires 5/31/19 and the Village would have to take action to renew the agreement and decide on a contract term. Since Schloss was present, he said he would take that issue to the upcoming Building Committee meeting to discuss.

Fiscal Officer stated if Council acts on the Building Department structure at the 5/13/19 Council meeting, the Village should take action to place an advertisement to find an inspector. She shared sample job ads found online and on the Building Officials Conference of Northeast Ohio (BOCONEO) website. There was discussion on what the job ad should include, pay range, etc. Referring to the proposed salary schedule from Clemans Nelson, there was discussion that the pay range for the Building Inspector would be \$22.16 to 72% of \$32.14 (the top pay for that range), based on certifications and experience. There was discussion about not starting someone at the top rate because then they would have no growth increase available within the band.

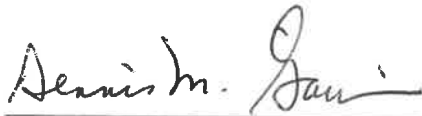
The HR Committee will look to take the following action at the 5/13/19 Council meeting.

- Make a motion to go with a part-time Building/Zoning Department to be open 24 hours per week with Council to decide on the office hours.
- Make a motion to place an advertisement for a part-time Building/Zoning Inspector for 24 hours per week in the newspapers, online, and with BOCONEO.
- Renew contract with Inspection Solutions for a term to be decided by Council
- Have Council review the part-time Building/Zoning Inspector's job description which will be the current Building Inspector's job description changing it from full-time to part-time, non-exempt position, and change office hours to part-time.
- Have Council review the amended part-time Building Department's Administrative Assistant job description drafted by Clemans Nelson with reporting to the part-time

Building Inspector. Clemans Nelson also questioned whether four years' experience was really necessary. Committee to discuss.

Fiscal Officer stated that job descriptions would have to be adopted/amended by legislation. Committee decided Council can review the job descriptions and take action at the June Council meeting. Or, if necessary, Council could hold a Special Council meeting if a candidate was found prior to then.

Fiscal Officer is to prepare minutes of meeting, draft advertisement for part-time inspector and put together packet of information for the HR Committee to share with Council in the packets for the 5/13/19 meeting.

A handwritten signature in cursive script, reading "Dennis M. Galicki". The signature is written in dark ink and is positioned above a horizontal line.

Dennis Galicki, Chair

Human Resources Meeting
Wednesday, April 10, 2019 – 8:15 am

Present: Carroll, Galicki, Romanowski

Via Phone: Heidi Miller and McKenzie McElroy, Clemans Nelson

- Clemans Nelson:

Via phone call, met with Heidi and McKenzie from Clemans Nelson to get clarification on what exactly the Village is looking for in terms of the audit. Does the Village want a recommendation “you should do exactly this” or should it be more of a recommendation “these are the options....” It was decided the report should include what they found in the audit and what the recommended option is.

Heidi stated the recommendation would definitely not be for a full-time office. She stated the Village should look at either PT Zoning or PT Building and Zoning, but definitely not FT.

Heidi also suggested the Village combine the Building Department Secretary position and the Board Clerk position into one job with one job description. She felt this time required to do this job that had responsibilities of both would be 24 hours per week total and the work overlapped. If there was a night time meeting, then the hours during the day that week should be adjusted so the total hours would be 24 total for the week.

It was recommended that the Zoning Inspector be on an as-needed basis.

The Building Department could go to the County – but the County would then receive the permit fees. However, looking at the numbers, the Village would still save a significant amount of money even though they would lose the permit fees.

The question was asked if the Zoning Assistant could also be the Zoning Inspector. Heidi replied that while theoretically that is possible, it would be her recommendation that the Village have a PT Secretary to do both the secretary and board clerk duties and one PT Zoning or Building & Zoning Inspector. She said Kris works very hard, but she is at capacity.

Clemans Nelson’s audit included a survey of different entities around the state. Almost all Villages have limited, part-time hours. It would be their recommendation that if the Village had Building and Zoning, to be open 32 hours per week, if Zoning only, then be open 24 hours per week. They suggested posting the department’s office hours on the website.

For the month of March, the Inspector had 19 inspections. They felt that was not enough work for a full-time department. There were also a lot of calls to Hovevar (Building/Zoning Inspector) indicating a lot of guidance was needed.

The Village previously was in the process of hiring a new Board Clerk, but the HR Committee was not aware of what happened with potentially hiring that person.

The Committee will look to do a “Go To” meeting with Heidi prior to the next Council meeting to review the report and understand it to prior to reviewing it with Council at the 4/22/19 meeting.

- Paychex Time Tracking

Fiscal Officer reported that the Google sheets time tracking seems to be the better option for tracking of employee’s time. The Paychex time tracking software has some great features, but given the complexity of the Village’s payroll structure, the previous process with Google sheets is less time consuming, more user-friendly, adjustable, etc. Issues with the Paychex time tracking system include:

- Police 12-hour shifts, and overtime calculated on a 2-week period vs. a daily period in the other departments.
- Comp time vs. overtime tracking is time consuming
- Forgetting to punch in/out has to go to supervisor and is more time consuming
- Different departments having different schedules and rules makes the system not flow easily.

The Paychex time tracking system did allow the Village to find issues to be addressed. There was discussion about switching to a bi-weekly payroll rather than a semi-monthly payroll. Currently payroll comes out on the 15th and the last day of the month for that period and therefore the last three days prior to the end of the period had to be estimated with adjustments made on the next payroll. It was decided that switching to a bi-weekly payroll would address a lot of the issues found. It will be recommended to end the payroll period on a Friday or Saturday with the paychecks going out the following Friday. This would give Department Heads until early Monday to review the payroll for any issues. Then the Fiscal Officer would have a couple of days to review, audit, and prep the payroll to go out the following Friday. The Committee would like to give employees at least a 90-day notice of when the change will occur so they have time to modify/change their deductions, direct deposits, bill pay, etc. The HR Committee will report on this at the 4/22/19 Council meeting and look to stop the Paychex system on 4/30/19 and revert back to the former Google timesheet process. Fiscal Officer will work with the Police Chief on the overtime pay period schedule to line up a bi-weekly payroll schedule, and OPERS and OP&F about monthly payroll reporting and how the bi-weekly schedule will effect that reporting.



Dennis Galicki, Chair

Human Resources Meeting
Wednesday, April 10, 2019 – 8:15 am

- Clemans Nelson:
 - Building Department Analysis
 - FT/PT
 - Zoning/Building
 - If Building go to County – does Village give all permit fees
 - Do we have to have full-time Building to keep certifications
- Paychex Time Tracking
 - Google Sheets only – starting when
 - 4/22 Notify CCL
 - Change to bi-weekly payroll effective June or July?
 - OPERS and OP&F reporting changes
- Evaluations –
 - Proofread
 - CCL approval or administrative process
- Job Descriptions
 - Distributed
 - Sign off by whom

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.

HR MTC 12/4/20 8:00 AM

□ EMPLOYEE HB - GRIEVANCE

- DRAFT ORDINANCE AMEND
PRESENTED

- INTRODUCE ORDINANCE
AMENDING EMPLOYEE HB
12/14/20 - 3 READINGS

□ JEFF BAUSER'S IR BONUS

- OK TO RECOMMEND TO
COUNCIL TO APPROVE

□ LT POCOCK - PAY RAISED AT LAST
COUNCIL MTC

□ STREET COMMISSIONER - \$5K INC.

□ RECOMMENDATION:

APPROVE DUE TO

EXCELLENT PERF.

□ RUTH FRIEWOLD - PAY INCREASE
UPON COMPLETION OF
PROBATION -

- OKD UNTIL PROBATION COMP.

□ BLDG DEPT HR'S - GOING WELL

□ ADJOURN 8:15 AM

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Abstract

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1. *Journal of the American Medical Association*, 1997; 277: 1001-1005.

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Figure 1. The effect of the concentration of the solution on the adsorption of the dye. The concentration of the solution was 0.01, 0.02, 0.03, 0.04, 0.05, 0.06, 0.07, 0.08, 0.09, 0.1, 0.2, 0.3, 0.4, 0.5, 0.6, 0.7, 0.8, 0.9, 1.0, 1.5, 2.0, 3.0, 4.0, 5.0, 6.0, 7.0, 8.0, 9.0, 10.0, 15.0, 20.0, 30.0, 40.0, 50.0, 60.0, 70.0, 80.0, 90.0, 100.0, 150.0, 200.0, 300.0, 400.0, 500.0, 600.0, 700.0, 800.0, 900.0, 1000.0, 1500.0, 2000.0, 3000.0, 4000.0, 5000.0, 6000.0, 7000.0, 8000.0, 9000.0, 10000.0, 15000.0, 20000.0, 30000.0, 40000.0, 50000.0, 60000.0, 70000.0, 80000.0, 90000.0, 100000.0, 150000.0, 200000.0, 300000.0, 400000.0, 500000.0, 600000.0, 700000.0, 800000.0, 900000.0, 1000000.0, 1500000.0, 2000000.0, 3000000.0, 4000000.0, 5000000.0, 6000000.0, 7000000.0, 8000000.0, 9000000.0, 10000000.0, 15000000.0, 20000000.0, 30000000.0, 40000000.0, 50000000.0, 60000000.0, 70000000.0, 80000000.0, 90000000.0, 100000000.0, 150000000.0, 200000000.0, 300000000.0, 400000000.0, 500000000.0, 600000000.0, 700000000.0, 800000000.0, 900000000.0, 1000000000.0, 1500000000.0, 2000000000.0, 3000000000.0, 4000000000.0, 5000000000.0, 6000000000.0, 7000000000.0, 8000000000.0, 9000000000.0, 10000000000.0, 15000000000.0, 20000000000.0, 30000000000.0, 40000000000.0, 50000000000.0, 60000000000.0, 70000000000.0, 80000000000.0, 90000000000.0, 100000000000.0, 150000000000.0, 200000000000.0, 300000000000.0, 400000000000.0, 500000000000.0, 600000000000.0, 700000000000.0, 800000000000.0, 900000000000.0, 1000000000000.0, 1500000000000.0, 2000000000000.0, 3000000000000.0, 4000000000000.0, 5000000000000.0, 6000000000000.0, 7000000000000.0, 8000000000000.0, 9000000000000.0, 10000000000000.0, 15000000000000.0, 20000000000000.0, 30000000000000.0, 40000000000000.0, 50000000000000.0, 60000000000000.0, 70000000000000.0, 80000000000000.0, 90000000000000.0, 100000000000000.0, 150000000000000.0, 200000000000000.0, 300000000000000.0, 400000000000000.0, 500000000000000.0, 600000000000000.0, 700000000000000.0, 800000000000000.0, 900000000000000.0, 1000000000000000.0, 1500000000000000.0, 2000000000000000.0, 3000000000000000.0, 4000000000000000.0, 5000000000000000.0, 6000000000000000.0, 7000000000000000.0, 8000000000000000.0, 9000000000000000.0, 10000000000000000.0, 15000000000000000.0, 20000000000000000.0, 30000000000000000.0, 40000000000000000.0, 50000000000000000.0, 60000000000000000.0, 70000000000000000.0, 80000000000000000.0, 90000000000000000.0, 100000000000000000.0, 150000000000000000.0, 200000000000000000.0, 300000000000000000.0, 400000000000000000.0, 500000000000000000.0, 600000000000000000.0, 700000000000000000.0, 800000000000000000.0, 900000000000000000.0, 1000000000000000000.0, 1500000000000000000.0, 2000000000000000000.0, 3000000000000000000.0, 4000000000000000000.0, 5000000000000000000.0, 6000000000000000000.0, 7000000000000000000.0, 8000000000000000000.0, 9000000000000000000.0, 10000000000000000000.0, 15000000000000000000.0, 20000000000000000000.0, 30000000000000000000.0, 40000000000000000000.0, 50000000000000000000.0, 60000000000000000000.0, 70000000000000000000.0, 80000000000000000000.0, 90000000000000000000.0, 100000000000000000000.0, 150000000000000000000.0, 200000000000000000000.0, 300000000000000000000.0, 400000000000000000000.0, 500000000000000000000.0, 600000000000000000000.0, 700000000000000000000.0, 800000000000000000000.0, 900000000000000000000.0, 1000000000000000000000.0, 1500000000000000000000.0, 2000000000000000000000.0, 3000000000000000000000.0, 4000000000000000000000.0, 5000000000000000000000.0, 6000000000000000000000.0, 7000000000000000000000.0, 8000000000000000000000.0, 9000000000000000000000.0, 10000000000000000000000.0, 15000000000000000000000.0, 20000000000000000000000.0, 30000000000000000000000.0, 40000000000000000000000.0, 50000000000000000000000.0, 60000000000000000000000.0, 70000000000000000000000.0, 80000000000000000000000.0, 90000000000000000000000.0, 100000000000000000000000.0, 150000000000000000000000.0, 200000000000000000000000.0, 300000000000000000000000.0, 400000000000000000000000.0, 500000000000000000000000.0, 600000000000000000000000.0, 700000000000000000000000.0, 800000000000000000000000.0, 900000000000000000000000.0, 10000000

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Human Resource Committee Meeting
Friday, October 30, 2020 – 8 a.m.

Present: Chairman Porter, Councilmember Nairn, Mayor Koons, Fiscal Officer (FO) Romanowski, Councilmember Carroll

Porter called the meeting to order and stated that the topic of the meeting was to discuss the Employee Handbook grievance procedure, a potential amendment of job descriptions to create new positions, such as Mechanic 1 and 2 in the Street Department, and to review the background investigation procedure contained in the Employee Handbook.

The grievance procedure in the Employee Handbook located on page 18 was discussed. The committee felt the process should be clarified to include that the grievance should be in writing. If the grievance were against the Mayor, the complaint should go the Pro Tem who would take it before Council. If the Complaint was against the Mayor and the Pro Tem or Council, it should then go before an appointed outside investigator where the accused is not allowed to be present in the discussion or vote.

The Committee discussed the current time limits as listed in the Employee Handbook:

“Step One - In order for a grievance to receive consideration under this procedure, the grievant must identify the grievance to his/her department supervisor within three (3) working days of the occurrence of the situation causing the grievance. It shall be the responsibility of the department supervisor to investigate and provide a solution or explanation within three (3) mutual working days following the day on which the supervisor was presented the grievance.

Step Two - If the employee is not satisfied with the answer in Step One, he/she may submit the grievance in writing to the Mayor within three (3) working days after receiving the Step One answer. The Mayor will arrange a meeting with the aggrieved employee within three (3) mutual working days after receipt of the written grievance, The Mayor will provide the grievant a written disposition of the grievance within five (5) mutual working days after the meeting,

Step Three - If the action taken in Step Two does not satisfy the grievant, the grievant may advance it to Step Three by submitting the written grievance to the President Pro Tem of Council within three (3) working days after receiving the Step Two answer. The President Pro Tem will submit the grievance to the Council. The Council will give an opportunity for the grievant to have Executive Session with the Council at the next regularly scheduled meeting of the Council. The Council will render a final decision concerning the grievance. In the event of a tie vote, the Mayor may vote on the disposition of the grievance.”

After discussion, the committee felt the process needed to be clarified to include the following:

- Grievance should be in writing
- If a supervisor is the focus of the grievance, then the grievance should be filed with the Mayor who would then take it to the Pro Tem and/or Council
- If the grievance is filed against the Mayor, then the grievance should go to the Pro Tem.
- If both the Mayor and the Pro Tem are the subject of the grievance, then the grievance should go to another Council member.
- If grievance is against Mayor and all of Council, the grievance should go to the Solicitor.

Discussion was held regarding the job descriptions for the Service Department employees and the idea of adding a Mechanic 1 and 2 positions. Qualifications for those positions were discussed including continuing education, certifications and pay scales.

Fiscal Officer excused herself from the meeting at 9:05 a.m. due to a previously scheduled appointment.

Porter adjourned the meeting at 9:10 a.m.

A handwritten signature in cursive script, reading "Mark T. Porter". The signature is written in dark ink and is positioned above a horizontal line.

Mark Porter, Chairman of HR Committee

Joint Meeting

Building and Human Resources Committee

Minutes

09 October 2020

Attending:

Mayor Bill Koons (WK)

Building Department (BD)

Building Committee (BC)

Mark Porter (MP)

Cindy Nairn (CN)

Chris Berger (CB)

Meeting called to order by MP at 2:10PM.

MP immediately moved to go to executive session for the purpose of interviewing candidates for potential employment by the Village. CN seconded. All voted Aye.

MP moved to leave executive session at 4:40PM. CN seconded. All voted Aye.

MP moved to adjourn the meeting at 4:41PM. CN seconded. All voted Aye. Meeting Adjourned.

Minutes approved by:



Mark Porter, Chair



Administrative Assistant <adminassist@southrussell.com>

HR meeting follow up

1 message

Danielle Romanowski <fiscalofficer@southrussell.com>

Thu, Sep 3, 2020 at 5:54 PM

To: "Porter, Mark" <mp@mporterlaw.com>, Mark Porter <mporter@southrussell.com>, Cindy Nairn <cnairn@southrussell.com>

Cc: William Koons <mayor@southrussell.com>, Administrative Assistant <adminassist@southrussell.com>

Mark and Cindy -

As a follow up to our HR meeting:

1) Attached are the motions: A) Hiring Leslie (this one does not specify the number of hours). B) Motion increasing the Adm Asst of the FO hours from 16 to 24 per week.

If you recall, in the meeting I was asking that as the Department Head, I manage the hours as needed as long as I operate within the budgeted amount for the year. I believe Mark said he would consider making a motion to that effect. In my Finance Committee meeting this week, I explained this to them and they seemed to be on board as well.

(For a discussion at a later date, but I just wanted to give you a heads up - Unfortunately, with the public records request I received today and forwarded to everyone affected, I will tell you up front, I may need to ask for more funding prior to year end as this is a voluminous request which will take a long time, and I just don't have the time to compile it all myself. We will work through it and I will keep you posted on our progress.)

2) At the HR meeting, I believe Mark was going to follow up with Bridey to prepare legislation allowing full-time employees to carryover one additional week of vacation (for a total of 2 weeks) for one year only due to the COVID pandemic. Below is the Vacation section taken from the employee handbook in case you need it for reference in writing legislation. If you get this complete before Wednesday, can you email it to Leslie so she can get it included in the Council packets?

3) Part-time Building Inspector - I believe there was going to be a motion to look for a part-time Building Inspector.

4) Has a decision been made about adding the drivers license and notary to the Adm Asst/Board Clerk/Asst Zoning Inspector job description? Below is the verbiage taken from my description. (FYI - Nancy is already currently bonded.)

"Must possess a valid State of Ohio driver's license; must maintain insurability under the Village's vehicle insurance policy; must be able to be bondable."

" must have the ability to obtain or be licensed as a Notary Public"

I am out of the office tomorrow and next week, but will be checking emails and touching base with Leslie when I can.

Thank you.

-Danielle

VACATIONS

All full-time employees of the Village are eligible for paid vacation.

Annual vacations are determined by length of service and are accrued as follows:

Length of Service

Accrued Annually

After twelve (12) months

40 hours

After twenty-four (24) months	80 hours
After eight (8) years	120 hours
After fifteen (15) years	160 hours
After twenty (20) years	200 hours

Department Heads are entitled to a minimum of 120 hours of vacation regardless of length of service. The prior service of employees of either the State of Ohio or any of its political subdivisions shall be counted for purposes of calculating the amount of an employee's vacation leave. A new employee with prior service with a private employer may, at the time of hire, be granted a credit for such prior service for purposes of calculating the amount of employee's vacation leave if said employee's supervisor and the Mayor approve.

Vacations may be taken at any time during the year, except that they must be scheduled to avoid busy periods of the year and conflicts with the vacations of other employees who are doing similar work. Normally, specific vacation dates should be requested in writing and approved by the employee's supervisor at least two weeks prior to the anticipated vacation.

A maximum total of 40 hours of vacation may be carried over to the next year with the approval of the employee's supervisor.

New employees will be eligible for vacation after their one-year anniversary date. The vacation earned for that first year must be taken between the anniversary date and December 31st. However, five vacation days may be carried over to the next year with the approval of the employee's supervisor.

After the first year of vacation schedule, the vacation schedule is run on a January 1 – December 31st calendar year.

--

Danielle Romanowski, MMC, CPFA, CPFIM
Village of South Russell
5205 Chillicothe Road
South Russell, OH 44022
440-338-6700 x 221



Adm Asst to FO - Hire and hour management.pdf
130K

exhaust systems of trucks weighing more than 8,000 lbs and further prohibiting the use of engine retarders on such trucks and establishing penalties for the violation of such prohibitions.

Porter introduced an ordinance to amend the appropriations to permit the Fiscal Officer, Building Inspector and/or the Mayor to enter into a contract for the purposes of re-roofing Village Hall for an amount not to exceed \$7,500. Porter made a motion to waive further readings, seconded by Carroll. Roll call – ayes, Canton, Carroll, Galicki, Nairn and Porter. Abstain, Kostura. Motion carried. Porter made a motion to adopt, seconded by Carroll. Roll call – ayes, Canton, Carroll, Galicki, Nairn and Porter. Abstain, Kostura. Motion carried. **Ordinance 2018-38**

BILLS LIST: Porter made a motion to ratify the 8/30/18 Bills List in the amount of \$54,303.58, and approve the 9/11/18 Bills List for \$336,723.31, seconded by Nairn. Voice vote, ayes – all. Motion carried.

NEW/OTHER: Porter, Carroll, Galicki and Nairn had no new business.

Canton will not be at the next Council meeting.

Kostura wanted to let everyone know that as of October 9th, 2018, he will be resigning his position for the Village of South Russell as he is moving out of the Village. He will put in his resignation as of that date. In the meantime, he asked everyone to keep in mind that it is Council's responsibility to replace him within 30 days of his resignation. He also asked that Council keep in mind that there are several responsibilities that he has as Pro Tem and he would like to have that in place before he leaves. He also encouraged everyone to keep in mind that there are a lot of very qualified people out there and that Council should get something in place sooner than later. Kostura said serving on Council was one of his favorite jobs and it meant a lot to him but there are certain things people have to do for their family and this is one of them.

Carroll made a motion that the Village advertise for the open Council seat as it has done in the past, seconded by Nairn. Voice vote, ayes, all. Motion carried.

At 9:21, Kostura made a motion to discuss hiring personnel and for potential employee discipline, seconded by Carroll. Roll call – ayes, all. Motion carried.

Galicki was excused from Executive Session at 9:50 p.m. following the employee discipline discussion.

Fiscal Officer joined the Executive Session from 9:51-9:53 p.m. for the hiring personnel discussion.

Council reconvened at 10:15 p.m.

Mayor said he would like to appoint Leslie Galicki as the Assistant to the Fiscal Officer pending a successful drug test and provision of three reference checks to start employment on September

24, 2018. Carroll made a motion to accept the Mayor's appointment, seconded by Naim. Voice vote – ayes, Canton, Carroll, Kostura, Naim and Porter. Abstained – Galicki, not present. Motion carried.

ADJOURNMENT: Being that there was no further business before Council, Carroll made a motion to adjourn, seconded by Porter. Roll call - Canton, Carroll, Kostura, Naim and Porter. Abstained – Galicki, not present. Motion carried.


William G. Koons, Mayor


Danielle Romanowski, Fiscal Officer

and the Interim Street Commissioner said they took the shredding downtown and shredded it there. The Interim Street Commissioner verified that the company utilizes extremely secure processes, and services hospitals. He added it is too time consuming to shred it on site. Carroll emphasized he would want to make it right, and the Mayor and Interim Street Commissioner stated that materials were left by residents on Saturday and for those who did not want to leave their documents, contact information was obtained. Porter again suggested contacting the company to see if they would come Saturday, if not it would stay on Friday.

Porter suggested using an eblast. The Mayor asked how effective this is. He said a sign would be put out. The Mayor thanked the Street Department staff for working Saturday morning.

Regarding the discussion about the Road Program during the Budget Word Session, the Fiscal Officer said it would be about \$600,000 to do both Kensington Circle and Sheerbrook Dr., which she confirmed with the Engineer. The Engineer advised that he would be pursuing a grant for about \$94,000 for Kensington Circle, so the Road Program may be closer to \$500,000 if the Village were to get the grant. The Fiscal Officer would still be putting the \$600,000 in Budget.

FISCAL AUDITOR'S REPORT: Fiscal Auditor distributed his report for the month ending September 30, 2019. The Fund Balances were \$3.1 million. He indicated that the interest rate had declined and continues to do so. The fund balances dropped, which was not unusual because the Village did not receive a lot of income in September. The notable items were the Cable Franchise Fee installment; the \$2,500 Walmart Grant for Shop with a Cop; the last of the Real Estate money; and Village Income Tax. The big drop was the result of cutting checks for the Road Program. For the year, the Village is positive by over \$400,000. He pointed out that the fund balances reflected on his report are identical to the penny to fund balances arrived at independently by the Fiscal Officer.

FINANCE COMMITTEE: Porter made a motion to accept the September 30, 2019 balances, seconded by Carroll. Voice vote – ayes, all. Motion carried. Porter advised that Finance Committee minutes were distributed to Council. One topic addressed was increasing the hours of the Administrative Assistant to the Fiscal Officer to 24 hours from 16 hours for the purpose of assisting the Fiscal Officer in the completion of various backlogged projects. Porter made a motion that Leslie Galicki's hours be increased from 16 to 24 hours per week on a part-time basis, seconded by Carroll. Galicki recused himself from the vote. Voice vote – ayes, all. Motion carried.

Carroll addressed the item in the Finance Committee minutes pertaining to having Lorraine Sevich assist in training the Building Department Secretary in Board Clerk responsibilities. The former Building Department Secretary had previously been offered 10 hours to assist in training, but she declined. Carroll thought it would be beneficial to have Sevich provide this training for up to the designated 10 hours at the same rate. The Fiscal Officer concurred that 10 hours could be required because of the details and legality involved with the position. She added that the Building Secretary is comfortable with most of Building Secretary responsibilities, but still has questions relating to the Board Secretary position. The Fiscal Officer spoke positively of Sevich's attention to detail in this position. Porter asked if 10 hours was enough. The Fiscal

Human Resource Committee Meeting
Friday, August 28, 2020 8:00 a.m.

Present: Chairman Porter, Mayor Koons, Councilmember Nairn, Fiscal Officer Romanowski

Porter called the meeting to order. He addressed the difficulty COVID made for Village employees to use their vacation time. Porter asked the Fiscal Officer about vacation and flex time use, and she explained that regular employees receive comp time, which is one and a half hours of time for each hour of overtime. Department Heads get hour for hour and have one year from the time it is earned to use it. She stated that she and the Police Chief each have about 400 hours of flex time currently. Employees can carry over one week's vacation. Last year, she carried over one and lost one. She also lost over 100 hours of flex time. She believed this was what the Mayor meant when he brought up the issue of employee burn out. Porter suggested legislation to allow employees to carry over more time than the current policy allows. The Fiscal Officer advised the Police are asking to carry over two weeks because of COVID. It might only effect one to two people in the Police Department and one in the Service Department. Her concern was coverage, but the Chief did not think this would be a problem. Porter asked if the problem would be addressed by increasing the amount of carryover vacation time to two weeks. The Fiscal Officer thought it would. Nairn asked if this would be a permanent measure, and Porter said it would be a one-time policy because of COVID.

Porter summarized that the committee would introduce an ordinance to modify the Employee Handbook for the purposes of allowing an employee to carry over two weeks of vacation rather than one from 2020 to 2021 only. Nairn added that it would be terminated December 31, 2021 and vacation time should be taken before this. Porter stated he would ask the Solicitor draft the legislation, and he would recommend waiving readings and adopting it as an emergency. Nairn verified this would apply to any full-time employees of the Village.

Nairn asked when the COVID 19 Federal funding expired. The Fiscal Officer explained that the Village must have money encumbered by October 15th. Some money had already been spent for sanitizing equipment, and she would encumber some for payroll in the event an employee must be quarantined or were to get COVID since this time could not be taken from sick time. The money may be kept by the Village until the end of the year for this purpose. The funds that are not encumbered are returned to the County Auditor. What is not spent by the end of the year must be returned to the State. The Fiscal Officer further explained that the funds may also be spent on having employees work remotely in case of quarantine. She explained that she has a laptop but her Administrative Assistant does not. COVID money could be used for this purpose and would ensure that administratively the Village would be prepared in the event of employee quarantine or COVID sickness. Porter asked how much money was involved. The Fiscal Officer stated the Village has \$50,000 and has spent \$6,000 - \$7,000. With the playground opening, more sanitizing materials would be purchased, and the purchase of the computer and software would be another \$1,000 - \$1,500. She asked the other departments for suggestions on uses for the funds.

The Mayor stated that there was a second round whereby any money not spent by the county would be offered again until the end of December. The Fiscal Officer asked to whom the money was offered, and whether it was only to municipalities that expressed a need. The Mayor said he did not know, but he thought it was like a second chance. Porter asked what it meant to encumber the funds, and the Fiscal Officer explained that there would have to be purchase orders assigned.

Porter addressed the agenda item pertaining to employee welfare. The Fiscal Officer explained this related to the Mayor's statement at the previous Council meeting about employee burnout. The Mayor stated that his concern was that if the Village had employees with 400 hours beyond their job, he questioned what the issue was. He questioned if too much was expected of the employees, or was there not enough help to get the work done. The Mayor questioned whether it was a matter of the Village employing people who could not get the job done in 40 hours or possibly a matter of proper staffing numbers. With the Police Department, there were changes coming due to retirements. He asked the Fiscal Officer if she needed more hours for her Administrative Assistant. The Mayor asked if additional help was needed, or was it necessary to take some responsibilities off employees' plates. The Mayor questioned the reason that the jobs were not being completed in 40 hours and asked if it was an issue of being disorganized, trying to do too much, or employees flying by the seat of their pants. He asked if the Village was not budgeting for things or was it not as well planned out that so much more work was being generated for the employees. He did not know the situation or whether the Village was properly staffed.

Nairn stated she would like another community similar to South Russell identified to see how many part-time and full-time employees it had. She thought this would be a good place to start. Nairn recalled the Mayor mentioning Plain City. The Fiscal Officer stated that it was similar in size and population but offered different services. The Mayor and Nairn addressed the activities offered by this community throughout the year.

The Mayor suggested that if the Police Chief had 400 flex hours, perhaps he should not have been involved with the rental house and maybe he should just concentrate on police jobs. Although he saved the Village time and money, the rental house was not his baby - the Street Commissioner should have been running this instead. He did not think the neighboring Police Chiefs would be involved with this, or with sanitizing the playground. The Mayor thought the Police Chief should be told to stick to his lane, but added that if not for the Police Chief, the playground would still be closed. He also questioned whether the Chief should be crawling underneath the cars and putting in wires. Other Police Chiefs were not doing this. Porter said that with smaller municipalities, people tend to do a lot of things. He asked if the Police Chief felt his department was understaffed, and the Mayor said he had not spoken to him about this. The Mayor thought the Police Department was adequately staffed and added that there were always two officers on the road.

The Fiscal Officer clarified that she and the Police Chief do what they do because they care about the Village. Neither were complaining about the time they put in. The Chief steps in to help, and with the Street Commissioner being new to his role, she thought the Chief stepped in to help with the rental house and playground as the Street Commissioner is still learning. Nairn

stated South Russell was unique in the way employees crossed over and helped one another. She felt this was what made South Russell special.

The Mayor stated that while the Fiscal Officer was on vacation, she worked 35 hours from home, and he did not feel that this was the way the employees should be treated. He did not know the answer but did not want to see the employees burnt out. The Fiscal Officer stated that the big part of the problem she noticed in the last several years was that the Village was not organized and things were being done without following proper procedures. She felt a lot of her time has been spent cleaning up problems after the fact. The Fiscal Officer gave the example of the Forest Drive project. She said she never heard about the proposed project and no one had come to her before the Council meeting to see if money were available for the project. It was approved by Council, but it was not in the budget. As a result, she had to write the legislation to get the money appropriated for the following meeting. The Fiscal Officer described having the feeling over the last couple of years of running around trying to clean things up after they were done incorrectly, rather than being notified ahead of time so that things could be done correctly the first time. She stated it was much more work to go around after the fact and clean things up. Nairn stated that communication needed to be addressed. The Fiscal Officer agreed.

The Mayor stated that the Village joked about getting the budget done early but noted that other communities were already hammering away on their budgets. He also thought it would be necessary to look at how much flexibility there was in the budget and questioned the necessity for Council to address \$200 for the Fire Inspector. The Mayor stated this was a waste of time. He thought the Village employees were being hamstrung having to come back for money. He questioned whether the budgets were being done too tightly that the Department Heads did not have flexibility. Nairn stated the budget needed to be done tightly because the alternative could be a disaster. She suggested that the Village should be more forward thinking with the allotments for the upcoming year and have more built in than the previous year to see if this helped. Perhaps Council had been too stringent. Nairn referenced the Mayor's statement that he could sleep well at night because the Fiscal Officer was watching the money. The Village did not have to worry about ending up on the news because the coffers were empty.

The Fiscal Officer explained that when the Village did its budget, it was done by fund and within the fund was broken out into salary / benefits, and then everything else. This is how she must report to the State and County. She felt that sometimes Council became wrapped up in the individual line items rather than giving Department Heads the flexibility they needed to run their department. Nairn agreed and said it was too detail oriented sometimes. The Mayor agreed and said the employees are micromanaged. He said the Village is penny wise and pound foolish and cited the purchase of a new copy machine and having to find money in the budget for it.

The Fiscal Officer stated the Village has the five-year plan, and the copier had been on her schedule to replace. She felt it was important to be more cognizant of these things. She referred to the management of the part-time Police Department employees, and stated that years ago, she had a budget for part-time help. She could decide how the hours were distributed. In the last couple of years, Council had become more focused on specifying exact work hours per week, which was not helpful. For example, when she was on vacation, there were Council packets to assemble, the copy machine was broken, and a newsletter to prepare and she had to tell her

Administrative Assistant that she could not work extra hours because of the limits made by Council. The Fiscal Officer stated that there should be the line item budgets as a guideline with expectations set from Council, and the Department Heads must work within the budget for the year. If the Department Head went over, then it would be on the Department Head to explain the reasoning why it was over to Council. The Mayor agreed and said that employees were given 24 and 25 hours as a limit, but some flexibility is necessary to get the job done.

Porter stated that the full-time employees were entitled to overtime, but the Administrative Assistant was not entitled to this. From a legal point of view, if she went over a certain number of hours, she would become full-time. The Fiscal Officer explained that this should be up to the Department Head to manage to make sure that it did not happen. If the Department Head were to go over budget, they would need permission for the employee to work. The Mayor stated he did not worry about the Department Heads doing this, and felt flexibility was important. If he were to need someone for 60 hours, he would require the ability to do this. The Mayor felt a change was necessary. Porter suggested a line item for overtime for the part-time employee. The Fiscal Officer stated it did not need to be overtime since it would be at the regular rate. It would just be a budget for part-time hours and the Department Head would manage it for the year. Porter suggested a line-item for part-time employee additional hours. The Fiscal Officer explained that when her Administrative Assistant was hired, her hours were not limited because the Fiscal Officer could manage her department. The Mayor suggested going back to this. Porter explained that it was set with a motion, limiting the Administrative Assistant's hours to 24 and the Building Department Administrative Assistant/Board Clerk to 25. Porter stated that the motion could be repealed, but this would impact Finance. He suggested talking to the Finance Committee. The Fiscal Officer clarified that she was not necessarily asking for an increase to her annual budget, but rather asking to be able to work within the line item budget. The Mayor suggested locating the motion to determine verbiage. The Fiscal Officer stated that the limit on hours came about with the Building Department Administrative Assistant/Board Clerk position. The Fiscal Officer's Administrative Assistant was originally hired as a part-time employee with an annual budget amount calculated by averaging 16 hours per week – this gave the Fiscal Officer flexibility to manage the hours based on the workload. When it was increased to 24 hour per week, she no longer has the flexibility. Porter clarified that the Fiscal Officer's Administrative Assistant was limited by Council to 24 hours. The Fiscal Officer agreed.

Nairn stated that this action was good, but the bottom line was a question of whether Council was doing the right thing so that the Fiscal Officer could take five consecutive days off without being called, texted, or bothered with any Village business. Nairn felt this was unfair to the Fiscal Officer and appalling that she would have to work from home on her vacation. She agreed with the Mayor that this would lead to burn out. Vacation should be restorative. Porter suggested amending it to raise the Administrative Assistant's hours up to 30. The Mayor said he would prefer to allow the Department Heads to manage their staff as needed. The Fiscal Officer explained that previously, she would estimate the time and provide that for the budget, and what mattered was that she stayed within her budget for the year. The Mayor stated that he had no problem if the Fiscal Officer were to come to Council in October to say she had used up all of her Assistant's hours and there was still work to do. The Fiscal Officer stated it would be her responsibility to come to Council to explain why. If Council were to find that it was not warranted, Council could say no and not allow the Assistant to work any more that year. This

would be where the Department Head would have to take ownership. The Mayor stated that if there were three snowstorms and the Street Commissioner were to come in and asks for more money for plowing, Council would give it to him. His concern was getting the job done and said Council would find the money. Nairn added that there would always be something unexpected that happened.

Regarding employee welfare, the Mayor stated that some of the administrative employees were working from 8:00 a.m. until 4:00 p.m. without a break. The Fiscal Officer stated this was not a problem and that employees knew they were permitted to take a break, but they chose to eat at their desks while they worked.

The Mayor asked about the working from home policy. Porter asked if the Village had one, and the Fiscal Officer stated that the Village did not have one. She worked from home when she was sick in March because she had her laptop but did not receive overtime, so it was not an issue. The only other people who might work from home would be the Building Department Administrative Assistant/Board Clerk and the Administrative Assistant to the Fiscal Officer. It might be difficult for the Building Department Administrative Assistant/Board Clerk because of the foot traffic. Nairn clarified that working from home would not apply to the Service or Police Departments.

The Mayor stated that Employee of the Year had not been done. He thought this program should be examined. The Mayor stated that the Chamber of Commerce sponsored an activity in August to recognize and reward employees. He would look into this.

Porter addressed the possibility of hiring a part-time Building Inspector. He provided background about Inspection Solutions serving in the interim and doing building inspections. Porter stated that Hocevar may not be with the Village forever, and perhaps there should be a back-up plan of finding a part-time Building Inspector. The last time this was addressed, it did not go well. Porter spoke to Carroll, Canton, and other individuals, and thought if there were a part-time Building Inspector as a Village employee, it would be a better way to go for the long term. Porter welcomed input and wanted to obtain authorization to advertise the position at the next Council meeting. Carroll told Porter he wanted to see all the applications submitted for such a position before any winnowing. Nairn asked if there had been interviews for a part-time Building Inspector the previous year. The Mayor stated there had been. She asked if this was when a contractor culled the applications and Nairn asked how this occurred. Porter explained that Hocevar was one of the most qualified Building Inspectors in the State of Ohio and was on the State board for Building Inspections and Codes. Porter considered him a subject matter expert. Nairn clarified that this was why he jumped in and negated certain candidates. She asked who told him to do this and asked if this were not an irregular practice. Porter stated it was not irregular because it was an opinion. Porter asked that when there was someone in the business who knew everybody in the business, why would he not be asked for his opinion. Porter thought the problem with the previous job posting was that there were so few qualified candidates. It would be difficult to find someone with Hocevar's certifications and Electrical Safety Inspection (ESI) certification. The Fiscal Officer stated it might take a while to train someone about the Village and thought having a succession plan was a good idea. She added that Hocevar retired from the Village six years ago and the Village had been contracting with

him since. Nairn asked if Hocevar was planning to leave, and if this was the reason Porter was presenting the idea of hiring a part-time Building Inspector. Porter stated no, but added that the current contract could be easily terminated by either party. Porter asked what would happen if Hocevar were to terminate the contract. The Fiscal Officer stated that it would be good to have a plan to hire someone whom Hocevar could train so that there could be a succession plan in place.

The Mayor stated he had a couple of concerns. He said the HR Committee would be telling the Building Committee that they needed to hire a part-time employee. The Mayor stated this made him queasy and said the committee would not go to the Police Chief and tell him to hire another Lieutenant. Porter stated that it could. The Mayor stated that the committee was getting all over everyone else's turf. Nairn classified it as comparing an apple and an orange. She did not see how the Police Department could be compared with the Building Department, which had been tumultuous. The Mayor clarified that the HR Committee should not be telling the Building Committee to hire a part-time Building Inspector and asked if the committee would tell the Street Commissioner to hire another Street Department employee. Porter stated there had been communication between various Council members on the topic, and it would not surprise the Building Committee that HR was recommending a part-time Building Inspector. The Fiscal Officer stated that it would be a Council decision since it would be an employment structure change; Porter agreed. He reiterated that it would not surprise the Building Committee that HR was in favor of a part-time Building Inspector. He added that it would not surprise Finance Committee either.

The Mayor's other concern was that after 28 years with the Village, he would hate to have Hocevar think that now he had to sit down and interview for his job. He asked if the committee were proposing keeping Hocevar and grooming a part-time Building Inspector. Porter advised there would be a period of overlap. The part-time Building Inspector the Village finds may not have the ESI certification. Porter stated it would be a tall order to replace Hocevar because all the people like Hocevar are either independent contractors doing what Hocevar is doing or they are already employed by large municipalities. Porter offered that Hocevar could be a backup for the prospective part-time Building Inspector for inspections the person was not qualified to do. He offered that the individual could seek certifications.

The Mayor stated that Laura Heilman came into the position "raw" and said Hocevar turned her into \$100,000 Building Inspector over the years.

The Mayor added that he had Hocevar involved in the interviews because his opinion was respected. With the Fire Inspector interviews, Mike Carroll would be used to assess the candidates. Porter advised a subject matter expert would be wanted for this purpose. Nairn stated she understood. The Mayor asked the Fiscal Officer what was found with Hocevar's hourly rate with the other communities he served. The Fiscal Officer stated that although she had not had time to review all the information, what she did review showed them to be pretty much the same; \$75 per hour. One community had no written contract with Hocevar and one had no retainer and only paid by the inspection. Porter stated that Carroll told him that what the Village was paying was in line with the other places he was inspecting. The Fiscal Officer stated she would forward the information to Council.

Porter addressed the job description review. The Fiscal Officer noted that the individual who filled the position would be doing Zoning Inspections in the Village vehicle. The requirement to have a State of Ohio Driver's License should be added to the job description. Porter thought this should be added to all Village positions. The Fiscal Officer stated she would send Porter the exact verbiage.

The Fiscal Officer asked if the ability to obtain or be a licensed notary should be included in the job description because quite a few of the documents were required to be notarized. The current Administrative Assistant/Board Clerk was not a notary. Heilman and Kris Wilson were notaries. The difficulty was that customers at the Building Department must walk across the parking lot to the Fiscal Office to have items notarized. The committee discussed the process necessary to become a notary.

The Fiscal Officer asked if there were additional responsibilities that should be added to the job description when adding the Assistant Zoning Inspector as part of the position. The Village did not have an assistant Zoning Inspector, and the Fiscal Officer was unsure of the additional responsibilities that should be added to the job description. Porter suggested adding the Zoning Inspector would conduct inspections of properties in the Village per the Zoning Code. The Mayor suggested contacting Lorraine Sevich, who is an assistant Zoning Inspector for Newbury.

The Mayor asked if the question of accepting money was that the Zoning Inspector could not accept money. The Fiscal Officer stated this had been her concern and the concern of the Fiscal Auditor relative to reducing risks of fraud. It would not be wise to have someone collecting money and then also doing inspections, particularly with cash. In speaking with the State Auditor's office and the Ethics Board, she found that neither had a problem with this. However, she had learned in her fraud classes that this was not a good idea. However, the Building Department had always done it. The Mayor suggested seeing what Newbury was doing. The Fiscal Officer spoke to finance personnel in other small communities who were appalled and indicated that the money should be brought to the Fiscal Officer. This would be inconvenient to Building Department customers, but would help with checks and balances. Nairn asked if the Building Department Administrative Assistant/Board Clerk would be sent for notary training and the Mayor and Porter said yes.

The Mayor asked if mileage was paid. The Fiscal Officer stated that it used to be that employees drove their own cars. Now the Village has an unmarked police car and the Building Department car, and the requirement is to use one of these cars if available. It is preferred that the employee use the Village vehicle because it is less expensive and if there were an accident on Village time, it could get messy if the employee were in a personal vehicle.



Mark Porter, Chairman of HR Committee

Prepared by Leslie Galicki

Human Resource Committee Meeting
Friday, August 7, 2020 9:30 a.m.

Present: Chairman Porter, Councilmember Nairn, Fiscal Officer (FO) Romanowski,
Councilmember Berger, Councilmember Carroll
Visitor: Collin Cunningham (CVT)

Porter called the meeting to order and stated that the topic of the meeting was the Building Committee's proposal to convert the part-time Building Department Administrative Assistant/Board Clerk job description from part-time to full-time.

Porter asked the Fiscal Officer for an update of the Village's Income Tax revenue. The Fiscal Officer explained that because of COVID and the shutdown of CCA, the Village was now receiving advances. The reconciliation process had begun, and she anticipated it would be complete by October. Revenues are usually estimated low, but there would be a better understanding in October.

Regarding the Building Department Secretarial position, Nairn's opinion was that Council was hit with a tsunami of information from the Building Department to read, assimilate, and understand. More materials were then received a week ago. She felt she did not have enough time to discuss it. Nairn referred to a document titled, "Building Department Administrator," and asked if that included the attached descriptions for Board Administrative Assistant, Board Clerk, Zoning Secretary, etc. Berger stated yes. Porter explained it was the creation of a new position, the Building Department Administrator as well as the conversion of the Administrative Assistant/Board Clerk from part-time to full-time and adding a Zoning Secretary as a full-time employee. There were three pieces, but the committee was primarily discussing making the Building Department Administrative Assistant/Board Clerk full-time. The current Pay Range Ordinance set the hourly rate between \$16.23 per hour and \$23.53 per hour. The ordinance which would change the employee handbook was not introduced at the last Council meeting. Porter further explained that this would be introduced at the August 10th Council meeting and said the committee would be considering making a recommendation for adoption. The justification was based on the report issued by the Building Committee. Porter stated that the report laid the groundwork to make the position full-time such that the employee would fill the Board Secretary and Building Administrative Assistant jobs under one heading. The recommendation from Building was that the employee would be paid \$23.53, which was close to the current pay rate.

Carroll stated he thought \$25 per hour was suggested. The Fiscal Officer stated that this pertained to a separate position, and that the discussion involved the Administrative Assistant/Board Clerk which was currently part-time and the committee wanted to change it to full-time keeping the current pay rate. Finance had discussed the Administrator position at \$25.00 per hour, which was the Administrative Assistant/Board Clerk position plus other responsibilities.

Porter explained the ordinance would change the current job from part-time to full-time as the Building Department Administrative Assistant/Board Clerk. Porter reiterated that the Administrator position would include the current position, Assistant Zoning, and other duties. What was being considered by the committee currently was that the Building Department Administrative Assistant/Board Clerk would stay in her current job and job title but go to full-time.

Carroll stated that the Building Administrator was a new position, so the Building Department Administrative Assistant/Board Clerk's job title would change. Porter explained that would occur if that person went from Administrative Assistant to Building Department Administrator. Carroll and Nairn stated they were really confused. Carroll clarified with Berger that what was proposed was \$25.00 per hour to be the Building Department Administrative Assistant/Board Clerk/Assistant Zoning. Berger stated that if there were an Administrator position, this was what had been proposed. However, Porter was proposing something different. Carroll stated it was all tied together. Carroll stated he was fine with the position going full-time as discussed with the addition of Assistant Zoning Inspector. He took issue with making the current position full-time with no additional responsibilities. Carroll stated that the Assistant Zoning Inspector was the missing piece. Carroll added he struggled with the title of Administrator. If sometime in the future the current employee quit or it was discovered to be too much of a workload, a Board Clerk could be hired separately as had been done in the past. His consideration for HR would be that as a full-time position, it encompassed Board Clerk and Assistant Zoning Inspector, as almost an addendum. It would not really be creating a position per se, but would be making part-time full-time, but the contingent full-time status would be due to taking on additional responsibilities.

Nairn asked if she correctly recalled that the part-time Zoning was to be 10 hours a week. Carroll stated that was correct, and one of the discussion points was that employee would take on the Assistant Zoning Inspector position which would be an additional 10 hours.

Carroll suggested adding percentages to indicated how the time for the position responsibilities would be divided. Where the description reads, "other duties and responsibilities," Carroll recommended stating, "see Assistant Zoning Inspector job description/see Board Clerk job description." This way there would still be a part-time job description, and a full-time job description which reflected that position's additional responsibilities. It would change the position to full-time. They would keep the salary range for the part-time the way it currently is and then for the full-time position, there would be a salary range of \$22.00 up to \$30.00 per hour. He expected the current employee to land in the middle.

The Fiscal Officer clarified that there would be two, a part-time position with one range and a full-time position with another pay range because the full-time one would encompass the Assistant Zoning. Carroll stated this was correct.

Porter referred to line 19 of the Village Pay Scale to be amended to state, "Administrative Assistant Building Department/Board Clerk part-time." The Fiscal Officer concurred. Carroll stated that the committee would add a new line that would say "Admin Assistant Building Department/Board Clerk/Assistant Zoning Inspector". The pay range would be \$23.00 to \$32.00

per hour but this could be further discussed. With this, if it became necessary to split the position, everything would be in place. The Fiscal Officer asked if the Administrator position would not be needed. Carroll stated it would not be needed if the responsibilities were added to the other position.

Porter stated the current employee in the position is making \$23.53 and in the new full-time position would be between \$23.00 and \$32.00 with the addition of Zoning.

The Fiscal Officer addressed the use of the Administrator title. She explained that the Village employees are at-will employees, but according to the dictionary, Administrator is a manager. This could lead to problems down the line. It would be better to have a part-time position and a full-time position with additional responsibilities and a different pay range.

Porter summarized that the committee would have a job description for a Building Department Administrative Assistant/Board Clerk part-time, a new job description but full-time and adding Zoning Inspector by amending item 7 to include duties of the Assistant Zoning Inspector. Porter stated that the Mayor indicated full-time operation of the Building Department Secretary position would be Monday through Friday for set hours and then Friday the office would be closed. Fridays would provide the opportunity for the Assistant Zoning Inspector to fulfill her duties. Porter thought a weekly tour of the Village by the Assistant Zoning Inspector for purposes of ensuring compliance with zoning laws would be a good step towards doing what had not been done. Carroll did not think it was necessary to micromanage the position to this extent and felt that the employee could manage the responsibilities with the hours given. Berger suggested the employee would coordinate with her Department Head, the Mayor. Porter advised that according to the job description, she reported to Mayor and Council.

The Fiscal Officer stated it was important to clearly set office hours for the customers. Carroll reiterated that the employee would have set counter hours, administrative hours at the end of each day, and Fridays would be closed but a flexible day to accommodate for hours spent with Board meetings so that there would be no overtime. Porter clarified that Fridays would be an administrative day.

Nairn referred to a job description for full-time Zoning Secretary and asked who had been doing this job. The Fiscal Officer stated the Village did not have one. Nairn clarified that the Village had never had one and asked why the description was in the packet. Berger stated he included it for the job description. Nairn asked if the employee would be doing this job as well, and Berger and Porter stated no. Porter also clarified that there would not be a Building Department Administrator since Carroll proposed combining the Assistant Zoning Inspector job within the Building Department Secretary description as a full-time position. Porter explained that at the August 10th Council meeting, the Building Department Administrator description would not get a second reading and Council would need to change the job description and set the pay range by ordinance. It would have to be done by emergency if Council wanted to make the position open and fill it. Carroll did not think Porter would get it by emergency, and the Fiscal Officer stated that readings would have to be waived in order to have it become effective immediately. Assuming it passed, Carroll thought it could be effective on September 28, which would then be the first week of the full-time position. The Fiscal Officer added that from a payroll perspective,

it was easier on the 1st or the 16th. Nairn stated that it should not be retroactive to July, Carroll agreed stating the position would not have changed until October 1. Berger agreed and said that the employee had not worked the hours, nor had she been acting as a full-time employee and it would not make sense. He agreed it would be October 1st. Berger added that the employee was currently doing the Assistant Zoning job by putting out letters and doing the paperwork. Porter stated that the Mayor had not appointed the employee as Assistant Zoning Inspector, nor had Council confirmed, so whatever zoning the employee is doing is part of her Administrative Assistant job.

Carroll stated that in the Finance Committee meeting pay rate was discussed. The Fiscal Officer had provided comparable data, and the committee felt that \$25 per hour would be the appropriate amount. It was mentioned that the potential candidate would not want health care, which raised the question of whether the hourly rate should be a little higher, but it was determined that the Village already had policy to provide a stipend for individuals who did not take health care. Porter stated that the employee could change her mind about healthcare, and Carroll stated this was why the committee wanted to be paying \$25 for the position regardless of the healthcare choice of the employee. Carroll added that he wanted time to study the information provided by the Fiscal Officer. He explained that when Heilman served in the administrative position, she was full-time and received a stipend for additional duties. He thought it was cleaner to do it as proposed and said that this was part of the rationale behind the \$25 rate. Porter thought that by adding the Assistant Zoning position, it supported the raise to \$25 per hour for the employee.

Carroll explained that with the range, he did not want to give the impression that after six months, it would be increased to \$28 per hour and after a year up to \$30 per hour. In the past, there had been some arbitrary increases in salary, and he wanted to be sure it was fully understood by all Council members so as not to get into this position again.

Nairn stated she was seeing a glaring inequity in awarding the individual a 'catch-up' day. She understood the need for this time, but other employees in the Village were not granted a special day of the week where they could close the door, not answer the phone, not receive people, and have flex time to catch up. Why would this be done for this employee? She added that she did not like unstructured time in a day. Nairn thought parameters and time guidelines should be set for the position. She described the 'administrative day' as a can of worms. Nairn cited the fact that the Fiscal Officer had spent her vacation week working for the Village. Nairn asked where her Friday administrative day was. When was the Chief's? She added that the Chief is in by 6:30 a.m. until 11:00 p.m. Perhaps the Street Commissioner could use time as well. Porter stated he could explain it but was not sure he was on board with it. Because the employee would have the Board Secretary duties, she must do the minutes, which require transcribing. While doing this, she is not in a position to answer the phone or door. He did not know the time involved with this. The Fiscal Officer stated she did it for years. She advised that she could see both sides with not wanting to pay overtime, but this was why she had indicated the importance in identifying the counter hours. Porter stated that the Fiscal Officer, Chief, and Street Commissioner are all Department Heads and are salaried and not hourly and do not receive overtime. Porter added that just because something starts out one way does not mean it must continue that way. They might find that the employee gets caught up which would allow for the

Building Department to be open Monday through Friday. The Fiscal Officer clarified that Fridays would be more of a way to control overtime.

Carroll raised the question of having the counter open on Fridays from 8:00 a.m. until 12:00 p.m., allowing for administrative time for the remainder of the day. He added that the employee already had four hours throughout the week built in for administrative time, and with a full 8 hours of administrative time on Friday, that would make 12 hours for the week, which seemed excessive.

In terms of payroll, the Fiscal Officer explained that when the Building Department Administrative Assistant/Board Clerk comes in for Board meetings, there is a two-hour minimum. Would this still apply towards the 40 hours with the new position? Berger stated his suggestion had been no. If the employee were full-time, this would be part of the job. The expectation would be that the employee would stay until the meeting. The Fiscal Officer stated that the employee currently stays for ABR, which makes for a 10 to 10.5-hour day, but if she comes in for BZA or Planning Commission for a 10 minute meeting, she gets 2 hours of pay. The Fiscal Officer stated for payroll, she needed to know how these hours would get counted. Berger stated his perception was that there would be no two hour minimum, but the matter could be discussed by the Building Committee. He said he would have clarification for her on Monday.

Carroll raised the issue of administrative time with the position and stated that although the employee is behind right now, 8 hours of administrative time per week should suffice and consideration should be given to having counter time in the Building Department on Fridays from 8:00 a.m. until 12:00 p.m. Berger stated this would be discussed on Monday by the Building Committee.

Porter stated that the HR Committee's recommendation would be that the Building Department Administrative Assistant/Board Clerk job description be amended and that the pay range ordinance be amended by the addition of another line item as discussed.

Carroll stated that this could be introduced Monday so that the position could begin October 1. Porter asked if this was the busy season, and Berger stated there had been more permits and registrations in 2020 than in 2019. He surmised that people have adjusted to COVID-19 and what was slow in March has picked up in June and July. Porter stated if this were the busy season, it would be beneficial to have the Building Department open 8:00 a.m. until 3:00 p.m. Monday through Thursday and 8:00 a.m. until 12:00 p.m. on Friday. There is not the same amount of activity in December and January. Carroll stated that they had gotten through all of June and July and were halfway through August, and only had six weeks until October 1.

Nairn stated that the Village is the most stellar community in Geauga County, even with having had a part-time Building Department for 18 months. During that time, the community did not fall apart. Porter agreed. Nairn emphasized that she never said she wanted to close the Building Department. However, she thought it was not in the best interest of the residents to steam roll something through just so it could be said the Building Department was up and running full-time. She was pleased that the committees met to discuss the matter.

Porter stated that Carroll was right that there was no immediate need to create and fill the position by Monday, and it could be given the three readings and let everyone speak their peace about it and then go forward from there. The Fiscal Officer asked that it be made effective October 1, 2020 for payroll purposes.

Porter adjourned the meeting at 10:23 a.m.

A handwritten signature in blue ink, appearing to read "Mark E. Porter", is written over a horizontal line.

Mark Porter, Chairman of HR Committee

Prepared by Leslie Galicki

Human Resource Committee Meeting
Friday, June 12, 2020 9:00 a.m.

Present: Chairman Porter, Councilmember Nairn, Fiscal Officer (FO) Romanowski and Mayor Koons

Porter called the meeting to order at 9:02 a.m.

Fiscal Officer stated she asked to meet with the HR Committee to discuss items in the letter from former Building Inspector/resident Laura Heilman that was read into the record at the 6/8/20 Council meeting.

Regarding Heilman's comments that the FO has been on a mission to move into the Building Department to have a larger office - the FO stated she felt that was a petty and ridiculous comment. FO stated she felt the comment stemmed from a past meeting with Russell Township and the Village regarding the possibility of sharing a Building Department. The Mayor was out of the Country and unreachable and President Pro Tem, John Dishong, chose to hold an information gathering meeting with the township. FO stated that since that meeting, unfortunately the Mayor and Building Department employees have always felt that the FO was out to close the Building Department. FO explained that she works for Mayor and Council and provides numbers, etc. as requested; which was what she did.

Heilman commented that the State Reports were never shared with Council in the past. FO stated she shares all finance-related reports she files to the elected officials and didn't believe sharing the Building Dept. State report would be an issue. Given that Council had questioned the State report in a previous meeting, FO thought sharing it could answer some of their questions. As the Department Head of the Building/Zoning Department, it was the decision of the FO to share it.

Regarding the comments made by Heilman that the FO and Fiscal Auditor (FA) were aware money was being held in the Building Department for "weeks and sometimes months at a time before they are deposited" is simply not true - the FO and FA were never aware of such practices. Knowing there is a legal requirement to have timely deposits, they would have addressed this issue had they known.

Heilman also commented that the requirement for depositing checks within 24-48 hours may be true for the FO's department, but not the Building Department. She stated this was not "illegal or inappropriate and the employees are not mishandling the funds." FO stated she followed up with both the County Auditor and the State Auditor's offices to find out what the depository requirements are and if they differ per department. FO reported that both the State and County confirmed the FO's statement that deposits are to be made within 24 hours for all departments. Council could pass legislation extending the timeframe to three days, but that can only be applied to deposits under \$1,000. Therefore, holding checks in a file in a filing cabinet is in fact inappropriate and illegal. FO clarified that she never implied that the employees were intentionally doing anything illegal with the deposits nor did she suspect fraud of any type. She stated she never knew the department was holding money until she was physically in that office. She simply wanted to ensure the Village was safeguarding funds it received and meeting its legal requirements.

There was discussion about the State's 24-hour deposit requirement. Council can pass legislation extending the depository requirement to three (3) days, however that would only be for deposits under \$1,000. Any deposit or combination of deposits over \$1,000 must be deposited within 24 hours. There was discussion about where the safe should be located (Building Department or Fiscal office) and who would have access. After discussion, it was decided that the safe should be moved to the Fiscal Office. At the end of each day, the Adm Asst/Board Clerk could give the deposits to the Fiscal Officer who would process and prepare the deposit. The FO or FA would make the deposit. In the absence of the FO and FA, the Administrative Assistant to the Fiscal Officer could make the deposit into the bank.

FO reminded Council that in the fall 2019 she was made the Department Head of the Administrative Assistant/Board Clerk and that in December of 2019, she asked to be removed from that responsibility as she was consistently circumvented; Council agreed and the position then reported to Mayor and Council. In January of 2020, Council once again amended job descriptions making the FO the Department Head for the Administrative Assistant/Board Clerk. FO reminded the committee that she never asked for the responsibility either time, nor was she asked if she wanted to take it on. FO said once she was given the responsibility, it was her intention to fairly observe, assess, possibly streamline, cross-train and get a better understanding of the department to make an educated recommendation to Council about staffing, hours, etc. FO stated unfortunately, she has never been given that opportunity as there was continued resistance. She said it was her hope to work together as a team and help each other when needed, cover the office when the Adm Asst/Board Clerk went on vacation, was sick, etc. That never occurred. FO questioned why there was such resistance to cross train and cover for one another.

Given such, the FO asked that she be removed as the Department Head for the Adm Asst/Board Clerk. She said it is a toxic, stressful environment where she receives no support. She said she was given the responsibility, but no authority and there is no accountability. Porter agreed that, "Responsibility with no authority is never a good thing." FO said she felt like she has been made the target. Porter asked if this should be put on the July 13th Council agenda. FO asked if it could be added to the upcoming Special Council meeting as the sooner she could be removed from this responsibility, the better. Porter said it could be added to the agenda and discussed, but there was no guarantee Council would vote on it at that meeting, nor if they would make the amendment.

FO stated her goal was to assess the staffing and hours of the Building Department, but she wasn't given that opportunity so she could not make a recommendation whether more hours were needed for the Adm Asst/Board Clerk. Discussion was had regarding work hours, tardiness, decision making abilities, taking responsibility, streamlining work, work timeliness, experience, salary and necessary oversight.

Porter adjourned the meeting at 10:07 a.m.



Mark Porter, Chairman of HR Committee

May 17, 2020

Dear Mayor and Council:

I have been a resident of SRV for 39 years and was an employee of the Village for well over 17 years. I have listened to the last Council meeting and feel I need to address some issues.

The reports to the state were done correctly. No amendment is needed. The question was pertaining to estimating compliance with the Ohio Energy Code, NOT the EPA, (clearly, Mr. Galicki is confused or has no idea what he is talking about) and was, in fact, answered accurately. We do not track which of the specific paths the applicants choose to follow for compliance with the code in our computer and therefore we do not lie to the state on our reports. I do not know of another building department that tracks that information, but maybe some do. If Mr. Galicki had bothered to actually read the questions on the report, he would have realized the questions were answered correctly.

Some of the people listed in the report are actually employees of CT Consultants, not the County. Once again, Mr. Galicki did no research to determine who these people are; he just tries to imply that the Building Department is either hiding something, incompetent, or being dishonest. He is simply not happy that my name is on the report. I believe he is spoon fed topics to bring up publicly by the Fiscal Officer and/or his wife for the purpose of trying to close the Building Department. Is this so his wife and the Fiscal Officer can have larger offices? Childish, I know, however, over five years ago I knew the Fiscal Officer was on a mission to move into the Building Department office. I wonder how Mr. Galicki even knew that I was listed as a back-up on the report? These reports have not typically been shared with Council in the past, EVER. I can only guess that he has a personal issue, possibly because I did not support him in his run for County Commissioner?

It is my belief that Mr. Galicki assumes most of the employees of the Village, especially the Building Department, are dishonest, incompetent, liars. Nothing could be further from the truth and I resent his accusations deeply. I have **generously** DONATED my time to the Village to get these and other reports done, accurately and completely, and submitted in a timely manner. Instead of being appreciated, he publicly accused me of doing it **WRONG**, multiple times. Has Mr. Galicki ever done one of these reports? Has he obtained Building Official certifications? I have to question his competency to serve as an elected official if he does not even know the difference between the EPA and the Building Codes.

I chose to help Nancy do this report without extra people present as a means of trying to stay healthy and safe from COVID-19. This was yet again twisted into something negative as a missed training opportunity, which I also resent deeply. It seems to me that the Village has lost quite a number of incredibly good and loyal employees over the last several years. Perhaps that should be your focus.

It appears to me that a few people here are more interested in power and control, and their own personal agenda, than doing what is in the best interests of the residents. Mr. Galicki is one person who has made it clear that he wants to close the Building Department without actually understanding it. He has no idea why we collect fees for the State of Ohio or even what the consequences to the residents might be if the Building Department was closed. He, along with a few others, have been on a witch hunt for some time on this issue, which honestly, contributed greatly to my decision to leave. I wonder which of the other departments will be next? You could turn over our awesome Police Department to the Sheriff's Office, or just try to get the County to do such a wonderful job maintaining our roads. Why would anyone even THINK we would get the same level of services from the County Building Department that we can provide with our own? I think it should be clearly understood by all of Council that the budget to keep the entire Building Department open is FAR less than the compensation package of the Fiscal Officer alone, and some of these expenses are actually recovered in permit and other fees, making the cost pretty minimal and insignificant by comparison.

On another point, in the minutes of the April 27 Council meeting, the Fiscal Officer reports that money must be deposited within 24 to 48 hours. I am sure that is true for HER department, however, both she and the Fiscal Auditor are fully aware that money for registration fees might be held in the Building Department for weeks and sometimes months at a time before they are deposited. You are being misled, and though I can guess why, I will leave that to you to find out. The Fiscal Officer has no place trying to oversee a department she knows nothing about. There are several excellent reasons these funds are held until it is appropriate to process the payments. This is not illegal or inappropriate and the employees are not mishandling the funds.

Mr. Carroll and Mr. Galicki have never actually made any attempt to understand the function and purpose of the Building Department. Mr. Carroll promised to meet with me several times and never did show up. To Mr. Galicki's question, "what the heck is going on over there?" I would have to ask the same question. What the heck is **he** doing? What value is **he** adding?

If this is how Mr. Galicki chooses to treat the residents of this Village, I hope he resigns immediately. He has publicly stated that he does not see a need to hear from the residents on issues, even though he was elected as their representative, not their dictator. I, for one, do **not** appreciate the schoolyard bullying tactic he seems to embrace.

Very Sincerely,

A handwritten signature in cursive script, appearing to read "Laura Heilman".

Laura Heilman

**Finance and Human Resource Committee Meeting
January 30, 2020– 8:00 a.m. at Village Hall**

Present: Berger, Carroll, Nairn, Porter, Romanowski

Porter called the meeting to order at 8:00 a.m. The Fiscal Officer addressed the Village's Pay Range Ordinance. She explained the purpose of the ordinance was to allow the Village to pay employees. It was updated in 2015. Since that time, positions had been added and modified, and the ordinance was amended. The committee was provided with these ordinances. Through discussion with the Solicitor, the Fiscal Officer advised that it was necessary to put the information into one ordinance which would include new positions. The issue had been discussed the previous year with the HR Committee, to include increasing the old maximums 3% for cost of living for all employees. However, there were new positions that only had recommended pay ranges that had not been approved by Council. She provided the recommendations to the committees. Carroll explained that Clemans Nelson developed these pay ranges through study of similar communities so that the Village had a fair representation of what it should pay. The Fiscal Officer concurred. She advised that an ordinance would have to be adopted and should be made retroactive.

The Fiscal Officer explained that the raises granted by Council for most of the job descriptions fit within the pay range. However, she was unsure whether the committee was comfortable with the suggested Clemans Nelson pay ranges for the Zoning Inspector and Zoning Secretary. She further explained that the Zoning Secretary position was essentially the same as the Building Department Administrative Assistant and should be the same range. However, a different job description was adopted, and she wanted to reflect it on the pay range ordinance.

Nairn asked why one entry said Building and Zoning. The Fiscal Officer explained that Council adopted this. She stated that the Village had a Building Inspector and a Building and Zoning Inspector. This could be one person or two. Carroll stated that just because it was listed as a job description did not mean the job had to be filled. The Fiscal Officer explained that what she distributed to the committee was a list of all job descriptions, which would all require pay ranges. Porter stated that historically, the Building Inspector had always done Zoning. He further stated that Dave Hocevar was the Village's Zoning Inspector.

Carroll stated the Clemans Nelson suggestions seemed reasonable. Porter clarified that there was a job description for a full-time and part-time Zoning Inspector. The Fiscal Officer clarified it was the same pay range. Although she was unsure whether Clemans Nelson included a pay range for Zoning Inspector only, she included data from Russell, Bainbridge and Newbury on what their Zoning Inspectors are paid. She pointed out that they are townships and not a village. Nairn asked if there was a difference in expected pay between the two, and the Fiscal Officer explained that townships must answer to the State Code for some pay ranges. Porter added that pay can also be based on the volume of work in a municipality.

Porter felt that the ranges were reasonable and compatible with the other municipalities. Berger stated that what was not included was a consideration of benefits. He advised that if the

employee was full-time, the employee received benefits on top of his/her salary. In terms of a total cost to the Village, it was not only adding the hours, but adding the benefits package as well. He used an example of paying a part-time employee \$22.00 per hour but paying a full-time employee \$18.00 per hour but adding health care and other benefits on top of it. He stated that it was not truly reflective of the total cost of the employee to the Village. This was a significant increase in cost to the Village. Berger said the compensation package should be recognized.

Berger said that absent additional comparative information, the pay ranges were acceptable.

The committee agreed that the Fiscal Officer could prepare the ordinance accordingly.

The Fiscal Officer addressed the pay of the Street Commissioner. She advised that this position is an exempt position, which means Alder no longer gets overtime. Carroll said that the Street Committee should explain this to the Street Commissioner. Porter added that the Street Commissioner receives flex time. The Fiscal Officer stated that the Street Commissioner has some comp time for which he would like to receive a payout. This would occur at the rate he was receiving when he put in the time. Berger asked what other positions were exempt, and the Fiscal Officer replied that it was Police Chief, Lieutenant, Street Commissioner, and Fiscal Officer. The Fiscal Officer asked the committee if the Street Commissioner's rate of pay would be what it was when he was the Interim Street Commissioner, which was \$34.07. Porter stated that the pay range states \$71,070 up to \$95,790. The Fiscal Officer stated that the Street Commissioner's current rate would bring him in at \$70,865 per year, which is slightly below the range for Street Commissioner. Carroll asked what Darrell Johnson made before he left. The Fiscal Officer stated he was paid \$86,763. Porter asked if the current Street Commissioner should be paid at least the minimum range, and the Fiscal Officer said he must at least meet the minimum of the range, whatever they decide the range should be. Carroll agreed and said he would support more than the minimum. The Fiscal Officer cautioned promising future pay raises. Carroll emphasized that employees cannot be promised pay increases and added that it gets the Village into trouble. He added that over the past five years, there had been trouble with people being given promises that could not be met. Porter stated that these promises should not be made at all.

The Fiscal Officer relayed to the committee that the move/administrative consolidation to the Building Department went well. Regarding the Building Department Administrative Assistant/Board Clerk, the Fiscal Officer asked for clarification about hours. She reminded the committees that when the Building Department Administrative Assistant/Board Clerk was hired, she was given 25 hours per week, but then there was a question of two hour minimum for coming to the Board meetings. On ABR days, she had been coming in at the regular time and would stay until the end of the meeting, which made for an 11-hour day. This would mean that on Thursday of that week, she would leave early. The Fiscal Officer asked the committee for guidance on the expectations for the Building Department Administrative Assistant/Board Clerk. Porter stated an 11-hour day is a long day and suggested having her come in later on those days. The Fiscal Officer agreed and further explained that in the Employee Handbook it said overtime after 8 hours. Carroll did not think this was necessary for part-time employees. Carroll deferred to the Fiscal Officer to make the best recommendation. Nairn asked what time the Building Department Administrative Assistant/Board Clerk would come in on these days, and the Fiscal

officer said it would be 10:00 a.m. to 6:00 p.m. instead of 8:00 a.m. to 6:00 p.m. Porter stated that if she were to come in late, it would not be a case that the office would be empty. Porter doubted that the requirement to pay overtime applied to part-time personnel. Nairn did not think the Village was putting itself in a good position when not compensating for extra hours regardless of whether the policy pertained to full or part -time.

The Fiscal Officer verified that the Building Department Administrative Assistant/Board Clerk would normally have 25 hours, but if there were a Board meeting, she would be allowed 27 hours or however long the meeting lasted. The committee agreed. Nairn asked how many meetings the Building Department Administrative Assistant/Board Clerk attended per month, and the Fiscal Officer explained it could be up to four.

The Fiscal Officer reiterated that she and the Administrative Assistant had moved spaces the previous day. She said she would like to have some cross training so that there was enough knowledge to help residents in the event the Building Department Administrative Assistant/Board Clerk were unavailable. The committee agreed this was a good idea. Berger suggested writing the process down in a handbook, so that in the future the procedure would be available. The Fiscal Officer agreed.

Berger addressed the pay issue of overtime after 8 hours, and read that overtime was based on hours worked in a day and not hours paid. He did not know what this meant. The Fiscal Officer explained that full-time employees receive sick and vacation time. On occasion, an individual on vacation could be asked to work. The employee would be paid for working the shift and not receive overtime as if it were above his 8 hours of vacation. Porter further clarified that if a full-time employee worked over 8 hours, the employee would receive overtime. Berger stated that the handbook did not say this. Nairn advised the verbiage needed to be clarified. The committee concurred.

The Fiscal Officer reported that she posted the job ads for part-time Zoning Inspector and Fire Inspector in the Chagrin Valley Times and Indeed.com. The resumes received thus far were provided to the HR Committee.

Porter asked if there were any pressing fire inspections of Village businesses that were required. Carroll stated that the daycare facilities have a yearly State requirement. He added that he had not heard back from the Solicitor to determine whether he could, without pay, cover emergency inspections. Carroll understood the concern with the perception of undue influence of an elected official. Carroll offered, with the committees' approval, to stop by the daycare center in question to determine how urgent the inspection need was. He could then provide this to the Solicitor. The Fiscal Officer advised that efforts to reach the former Fire Marshall had been unsuccessful.

Berger asked about the Village's process in hiring, and the committee explained it to him. Porter stated that typically it was the committee for the department for which the individual would be working. Carroll stated that in the past year, the HR committee had also been involved in the process and both he and Porter agreed this was beneficial. Berger asked which department the Fire Marshall worked under, and Carroll stated that the Fire Marshall works for the Mayor and is independent. However, in the past, the Fire Marshall had worked with the Building Inspector.

The first interviews for Fire Marshall would be conducted by the Building Committee and Carroll, because of his experience in the field.

Regarding the part-time Zoning Inspector, Porter stated that the interviews would be conducted by the Building Committee, Fiscal Officer, and Dave Hocevar. Carroll questioned why Hocevar, a contractor, would be involved. Porter said he would be involved because he is a subject matter expert. Carroll said this was true, but there were issues experienced the last time he was involved in the interviews, and he was concerned about a conflict of interest. Berger agreed. The Fiscal Officer relayed that the Solicitor also questioned Hocevar's involvement. Carroll advised that he has nothing to gain in his involvement with hiring a Fire Marshall, where a contractor conducting interviews and background is problematic. The interviews, he felt, should be conducted by the Building and HR committees. Porter said this might be the way to go as part of a screening process, but the interviews are done by Building Committee, HR Committee, and the Mayor. He added that the Mayor appoints subject to Council's confirmation. Berger asked for the job description of the Fire Marshall, and the Fiscal Officer said she would provide this.

Carroll raised the issue of the inconsistencies of background investigations of prospective employees. With some, the Village had gone back 20 years, and some were just a phone call. Carroll suggested the committee should ask the applicant the question, "would you be eligible to be rehired by your former employer." He reiterated requesting previous personnel files. Porter said this would be easier to do with public sector jobs than private sector.

The Mayor interjected in the meeting that there was another request for an inspection, and so a decision was required quickly. He asked if the committee members were available for a Special Council Meeting if the decision had to be made Saturday morning. Carroll asked who made the new request, and the Mayor stated Gurney daycare. The Mayor added that the Chagrin Early Learning Center also needed one by the following Thursday. Carroll said he spoke to the Solicitor about covering the emergency inspections and she was going to investigate the matter. He added that these were probably both State required inspections and he could do those but would confirm with the Solicitor. The Mayor stated he just spoke to her and she said that it was not a good idea to have an elected official conducting the fire inspections. Porter asked if the Village wanted to rush to hire a Fire Marshall because of a deadline. The Mayor clarified he was asking if Council wanted to hire someone to do the two pending inspections. Nairn asked if the Mayor was saying Chagrin should be called. The Mayor said there were other people who could be called, but Chagrin had three or four people who could do the fire inspections. Nairn stated that Chagrin was very pricey. The Mayor said he did not know if or how they can moonlight. Carroll advised that the Mayor could call Bainbridge or Russell and have an independent contractor conduct the inspections. The Mayor reiterated that someone needed to be hired quickly. Carroll concurred with Porter that he did not want to see the Village rush into hiring a Fire Marshall. Porter stated that despite the Solicitor's reservations, he supported Carroll doing the inspections. The Mayor suggested Carroll call to confirm.

Porter departed the meeting at 8:45 a.m.

The Fiscal Officer explained that the credit card policy needed to be updated again per the State Auditors. The purchase order policy also needed to be updated because the State did not like blanket purchase orders. Carroll asked what the issue was with the credit card policy, and the Fiscal Officer explained that with the general credit card, the cards cannot be carried and must be signed out. The log would be checked against every receipt. The Fiscal Officer advised that she checks everyone's receipts against the bills, and the Fiscal Auditor checks the Fiscal Officer's charges and double checks all other employees. The Fiscal Officer advised that the State is making things more and more strict but did not have auditors to do the audits. As a result, the Village still did not have the State report. She added that the auditors would also be checking the Sunshine notices.

Carroll asked if the process of monies taken in by the Building Department would change with the consolidation. The Fiscal Officer thought it would. Berger stated the cash taken and held by the Building Department was discussed at the Building Committee meeting. Berger said that he was told the cash was turned over to the Fiscal Officer at the end of the week. The Fiscal Officer said it should be done daily. She added that the Department did not get cash often. Berger advised that there was no safe place to keep the cash and that a locked file cabinet was being used. He agreed that the process was not right and should be fixed. He added that a fireproof safe should be acquired.

Scheduling Finance Committee meetings was discussed. The Fiscal Officer stated she would email the two job descriptions to the committees.

There was further discuss of the general obligations of the Human Resource Committee.

Carroll stated that the Mayor had forwarded him information about NOPEC grants to consider from a Finance perspective. The Fiscal Officer had gotten quotes for the roof, which may have been cosmetic, but she also knew that the generator at the Police Department needed to be replaced. Carroll said there was \$14,000 in grant funds to be used for energy efficient projects. The Fiscal Officer said this was the last year the funds would be available.

Berger suggested coordinating committee efforts so that they don't work at cross purposes. Nairn and Carroll agreed.

Carroll made a motion to adjourn, seconded by Nairn. Voice vote – ayes, all. Motion carried.

Meeting adjourned at 9:08 a.m.



Michael Carroll, Chair of Finance Committee



Mark Porter, Chair of HR Committee

Prepared by: Leslie Galicki

Joint Finance/HR Committee Meeting

Thursday, January 30, 2020 – 8 am – Village Hall

- Update Pay Range Ordinance
 - SRV previously adopted and amendments
 - Clemans Nelson recommendations
 - 3% increases
 - Need ranges Zoning Inspector, Building and Zoning Inspector, Adm Asst to Bldg Dept/Board Clerk, Part-time Zoning Inspector
 - Issue with Adm Asst to Bldg Dept/Board Clerk range
- Comparable salary rates other communities
- Street Commissioner
 - Interim (hourly) to Street Commissioner (Exempt)
 - Interim salary or new rate
 - Exempt or non-exempt
 - Current job description exempt – this pay period treated exempt with flex time
 - Payout of approximately 64 comp hours (42.67 at 1.5 of rate when earned \$42.60 OT)
 - Tiered catch up
- Adm Asst/Board Clerk
 - ABR days 11 hours or late arrival (ex; 10-6)
 - 25 hours max or plus meeting time with 2 hour minimum
- Office Move
 - Cross training *- Document the process and create book/manual*
 - Office hours
 - Expectations
- Job Ads
 - Ads posted - resumes received
 - Pay range
 - Interviews
- *In future - more interview questions - Are you eligible to be rehired?*
 - request personnel file + discipline*

** Finance - Will need to update our credit card policy and review possible changes to purchase order policy in next few months

VILLAGE OF SOUTH RUSSELL PROPOSED IMPLEMENTATION COST

PLEASE FIND
RECOMMENDED PAY
RANGES FROM
CLEMANS NELSON

	Position	Department	Minimum	Midpoint	Maximum	Current	Progression
9	Chief of Police	Police	\$33.07	\$40.51	\$46.29	\$45.22	91.88%
9	Street Commissioner	Street / Service	\$33.07	\$40.51	\$46.29	\$41.71	65.38%
9	Fiscal Officer / Tax Administrator ¹	Administration	\$33.07	\$40.51	\$46.29	\$44.15	83.82%
8	Lieutenant	Police	\$29.52	\$36.17	\$42.81	\$41.10	87.14%
7	Sergeant	Police	\$26.36	\$32.29	\$38.22	\$37.50	93.94%
6	Patrol Officer - PT ²	Police	\$24.50	\$30.01	\$35.53	\$32.38	71.43%
5	Building & Zoning Inspector - PT	Building / Zoning	\$22.16	\$27.15	\$32.14	Vacant	
5	Patrol Officer - PT	Police	\$22.16	\$27.15	\$32.14	\$24.14	19.83%
4	Maintenance ³	Street / Service	\$19.79	\$24.24	\$28.69	\$27.18	83.05%
4	Zoning Inspector - PT	Building / Zoning	\$19.79	\$24.24	\$28.69	Vacant	
2	Board Administrative Assistant ⁴	Administration	\$15.75	\$19.29	\$22.84	\$17.51 \$17.51	17.64%
2	Administrative Assistant / Board Clerk - PT	Building / Zoning	\$15.75	\$19.29	\$22.84	\$17.51	24.83%
2	Administrative Assistant	Administration	\$15.75	\$19.29	\$22.84	\$16.98 \$17.51	17.35%
1	Summer Help	Street / Service	\$12.50	\$15.31	\$18.13	\$12.88	6.76%

¹ Combined the annual salaries for Fiscal and Tax Admin. to get the current hourly rate
² Average of three patrol officers to get current hourly rate
³ Average of three maintenance workers to get current hourly rate
⁴ I didn't see the current wage rate listed on updated spreadsheet

WORKSHEET FOR 2020 PAY RANGE ORDINANCE

		MINIMUM		MAXIMUM	
	Mayor	\$ 19,618	per year	\$ 26,828	per year
	Council	\$ 4,635	per year	\$ 5,923	per year
1	Administrative Assistant	\$ 13.74	per hour	\$ 18.59	per hour
2	Board Administrative Assistant	\$ 13.74	per hour	\$ 18.59	per hour
3	Building Inspector	\$ 65,663	per year	\$ 88,838	per year
4	Fire Marshal	\$ 17.77	per hour	\$ 23.95	per hour
5	Fiscal Auditor	\$ 8,034	per year	\$ 11,330	per year
6	Fiscal Officer-Tax Administrator	\$ 75,190	per year	\$ 101,803	per year
7	Lieutenant	\$ 65,920	per year	\$ 88,580	per year
8	Maintenance-Laborer - Service Department	\$ 20.60	per hour	\$ 31.42	per hour
9	Part-time Patrol Officer	\$ 19.57	per hour	\$ 26.78	per hour
10	Patrol Officer	\$ 49,440	per year	\$ 82,556	per year
11	Police Chief	\$ 77,250	per year	\$ 104,030	per year
12	Police Corporal	\$ 19.57	per hour	\$ 26.78	per hour
13	Police Sergeant	\$ 62,624	per year	\$ 84,460	per year
14	Street Commissioner	\$ 71,070	per year	\$ 95,790	per year
15	Summer Help - Service Department	\$ 10.30	per hour	\$ 14.42	per hour
16	Zoning Inspector	\$ 20.39	per hour	\$ 29.55	per hour
17	Zoning Secretary	\$ 13.74	per hour	\$ 18.59	per hour
18	Building and Zoning Inspector	\$ 22.83	per hour	\$ 33.11	per hour
19	Admin Asst to the Bldg Dept & Board Clerk	\$ 16.23	per hour	\$ 23.53	per hour
20	Part-time Zoning Inspector	\$ 20.39	per hour	\$ 29.55	per hour

Per previous SRV adopted legislation increased 3% to update range

Per Clemans Nelson recommendation increased 3% to update range

Based rate of Adm Assistant rate previously adopted with 3% adjustment

PAY RANGE, SALARY AND HOURLY INCREASES

POSITION	Employees		Employees		Employees		Employees		Employees		Employees	
	2.25%		2.25%		2.50%		2.50%		3.00%		3.00%	
	JAN - 15	EFFECTIVE	JAN - 16	EFFECTIVE	JAN - 17	EFFECTIVE	JAN - 18	EFFECTIVE	JAN - 19	EFFECTIVE	JAN - 20	EFFECTIVE
ELECTED OFFICIALS												
MAYOR	3.5%	19,369	3.5%	22,547	3.5%	23,336	3.5%	24,153	3.5%	24,998	3.5%	25,873
COUNCIL		4,361		4,514		4,672		4,836		5,005		5,180

ADMINISTRATION												
PT ADMIN ASSISTANT		13.05		15.69		16.08		16.49		17.51		18.04
FISCAL AUDITOR		8,913		9,114		9,342		9,576		9,863		10,159
FISCAL OFFICER		71,341		77,946		79,895		81,892		84,349		86,880
TAX ADMIN		6,768		6,920		7,093		7,270		7,488		7,713
FIRE PREVENTION		19.53		19.97		20.47		20.98		21.61		22.26

94,592
CONTINUATION
POSITION

BUILDING DEPARTMENT												
B/D ADMINISTRATIVE ASSISTANT/BOARD CLERK		22.80		23.31		16.08		17.00		22.84		23.53

POLICE DEPARTMENT												
POLICE CHIEF		85,000		86,913		89,086		91,313		94,053		96,874
LIEUTENANT		72,316		73,943		80,975		82,999		85,489		88,054
SERGEANT		69,848		70,448		72,209		75,735		78,007		80,347
PATROLMAN 1ST CLASS		67,296		68,810		70,530		72,293		74,462		76,696
PATROLMAN 2nd CLASS		60,566		61,929		63,477		65,064		67,016		69,026
PATROLMAN 3rd CLASS		54,719		55,950		57,349		58,783		60,546		62,363
P/T PATROLMAN		21.82		22.31		22.87		23.44		24.14		24.86

STREET DEPT.												
STREET COMMISSIONER		78,413		80,177		82,181		84,236		86,763		89,365
INTERIM STREET COMMISSIONER										33.07		34.06
F/T MTC HELPER #1		25.66		26.24		26.89		27.56		28.40		29.25
F/T MTC HELPER #2		25.25		25.82		26.47		27.13		27.94		28.78
F/T MTC HELPER #3		22.79		23.30		23.88		24.48		25.21		25.97
SEASONAL SUMMER HELP						12.50		12.50		12.88		13.26

SRV ADOPTED
PAY RANGE ORD

ORDINANCE NO.: 2015-41

FIRST READING November 23, 2015

SECOND READING December 14, 2015

INTRODUCED BY: JOHN DISHONG

THIRD READING Waived

ORDINANCE AMENDING ORDINANCE No. 2013-8 BY AMENDING PAY RANGES FOR SOUTH RUSSELL VILLAGE EMPLOYEES due to increases over time.

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

SECTION 1. The pay schedules for the following officers and employees of the Village of South Russell shall be as follows:

	MINIMUM	MAXIMUM
Mayor	\$ 19,047 per year	\$ 26,047 per year
Council	\$ 4,000 per year	\$ 5,500 per year
Fiscal Auditor	\$ 7,800 per year	\$ 11,000 per year
Tax Administrator	\$ 6,000 per year	\$ 8,000 per year
Fiscal Officer	\$ 67,000 per year	\$ 90,838 per year
Administrative Asst.	\$ 36,000 per year	\$ 49,000 per year
Building Inspector	\$ 54,000 per year	\$ 73,000 per year
Part-Time Board Clerk/Secretary	\$ 13.50 per hour	\$ 18.50 per hour
Police Chief	\$ 75,000 per year	\$ 101,000 per year
Police Lieutenant	\$ 64,000 per year	\$ 86,000 per year
Sergeant	\$ 60,800 per year	\$ 82,000 per year
Patrolman - Agreement	\$ 61,000 per year	\$ 83,000 per year
Patrolman	\$ 59,000 per year	\$ 80,151 per year
Patrolman 2nd Class	\$ 53,300 per year	\$ 72,000 per year
Patrolman 3rd Class	\$ 48,000 per year	\$ 65,000 per year
Part-Time Patrolman	\$ 19.00 per hour	\$ 26.00 per hour
Streets Commissioner	\$ 69,000 per year	\$ 93,000 per year
Full-Time Maintenance - 1	\$ 22.50 per hour	\$ 30.50 per hour
Full-Time Maintenance - 2	\$ 22.00 per hour	\$ 30.00 per hour
Full-Time Maintenance - 3	\$ 20.00 per hour	\$ 27.50 per hour
Fire Prevention Officer	\$ 17.25 per hour	\$ 23.25 per hour

SECTION 2. The date upon which the pay schedules shall be effective immediately.

SECTION 3. Any position and pay range previously adopted which is not in conflict with this Ordinance and in effect as of the date of this Ordinance remains in full force and effect.

SECTION 4. Pay rates for new employees and pay rates for existing employees who change positions will be established by the Mayor within the Pay Schedules in effect at the time. Pay rate adjustments within the Pay Schedules will be established by motion by Council.

SECTION 5. This Ordinance amends Ordinance No. 2013-08.

SECTION 6. 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 7. This Ordinance is hereby declared to be an emergency measure for the immediate preservation of the health, welfare and safety of the residents of the Village of South Russell and for the further reason that the pay schedules need to be amended immediately in order to retain experienced personnel in the Village departments.

SECTION 8. This Ordinance shall be effective immediately upon its passage.



Mayor - President of Council

ATTEST:



Fiscal Officer

I certify that Ordinance No. 2015-41 was duly enacted on the 14TH day of December 2015, by the Council of the Village of South Russell, and posted in accordance with the Ordinances of the Village.



Fiscal Officer

ORDINANCE NO.: 2016 - 33

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:

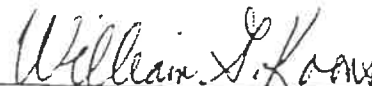
	MINIMUM	MAXIMUM
Part-Time Administrative Assistant	13.34/hr	18.04/hr

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.



Mayor - President of Council

ORDINANCE NO.: 2017-08

FIRST READING April 10, 2017

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 SEASONAL SUMMER HELP/LABORER
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 Seasonal Summer Help/Laborer for the Village of South Russell shall be:

	MINIMUM	MAXIMUM
Part-Time Seasonal	10.00/hr	14.00/hr
Summer Help/Laborer		

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.



Mayor - President of Council

ORDINANCE NO.: 2018 - 07

FIRST READING February 12, 2018

INTRODUCED BY: MARK PORTER

SECOND READING Waived

THIRD READING Waived

**ORDINANCE AMENDING THE VILLAGE'S PAY RANGE
ORDINANCE BY REVISING THE PAY RANGE FOR THE
BUILDING INSPECTOR 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 amended Pay Range for the position of Building Inspector for the Village of South Russell shall be:

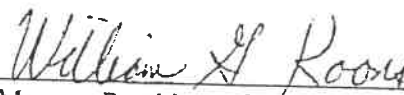
	MINIMUM	MAXIMUM
Building Inspector	63,750	86,250

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.



Mayor - President of Council

Other Laws & Collective Bargaining Agreements

The FLSA provides minimum standards that may be exceeded, but cannot be waived or reduced. Employers must comply, for example, with any Federal, State or municipal laws, regulations or ordinances establishing a higher minimum wage or lower maximum workweek than those established under the FLSA. Similarly, employers may, on their own initiative or under a collective bargaining agreement, provide a higher wage, shorter workweek, or higher overtime premium than provided under the FLSA. While collective bargaining agreements cannot waive or reduce FLSA protections, nothing in the FLSA or the Part 541 regulation relieves employers from their contractual obligations under such bargaining agreements.

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website:

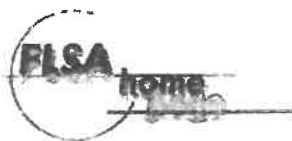
<http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

When state law differs from the federal FLSA, an employer must comply with the standard most protective to employees. Links to your state labor department can be found at www.dol.gov/whd/contacts/state_of.htm.

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

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TTY: 1-866-487-9243
Contact Us



Chamberlain, Kaufman
and Jones
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Voice: 518-435-9426
Fax: 518-435-9102
e-Mail: ckj@flsa.com

FLSA Coverage

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Coverage under the FLSA

Most jobs are governed by the FLSA. Some are not. Some jobs are excluded from FLSA coverage by statute. Other jobs, while governed by the FLSA, are considered "exempt" from the FLSA overtime rules.

Exclusions from FLSA coverage.

Particular jobs may be completely excluded from coverage under the FLSA overtime rules. There are two general types of complete exclusion. Some jobs are specifically excluded in the statute itself. For example, employees of movie theaters and many agricultural workers are not governed by the FLSA overtime rules. Another type of exclusion is for jobs which are governed by some other specific federal labor law. As a general rule, if a job is governed by some other federal labor law, the FLSA does not apply. For example, most railroad workers are governed by the Railway Labor Act, and many truck drivers are governed by the Motor Carriers Act, and not the FLSA. Many of FLSA exclusions are found in §213 of the FLSA.

Exempt or Nonexempt.

Employees whose jobs are governed by the FLSA are either "exempt" or "nonexempt." Nonexempt employees are entitled to overtime pay. Exempt employees are not. Most employees covered by the FLSA are nonexempt. Some are not.

Some jobs are classified as exempt by definition. For example, "outside sales" employees are exempt ("inside sales" employees are nonexempt). For most employees, however, whether they are exempt or nonexempt depends on (a) how much they are paid, (b) how they are paid, and (c) what kind of work they do.

With few exceptions, to be exempt an employee must (a) be paid at least \$23,600 per year (\$455 per week), and (b) be paid on a salary basis, and also (c) perform exempt job duties. These requirements are outlined in the FLSA Regulations (promulgated by the U.S. Department of Labor). Most employees must meet all three "tests" to be exempt.

Salary level test.

Employees who are paid less than \$23,600 per year (\$455 per week) are nonexempt. (Employees who earn more than \$100,000 per year are almost certainly exempt.)

Salary basis test.

Generally, an employee is paid on a salary basis if s/he has a "guaranteed minimum" amount of money s/he can count on receiving for any work week in which s/he performs "any" work. This amount need not be the entire compensation received, but there must be some amount of pay the employee can count on receiving in any work week in which s/he performs any work. Some "rules of thumb" indicating that an employee is paid on a salary basis include whether an employee's base pay is computed from an annual figure divided by the number of paydays in a year, or whether an employee's actual pay is lower in work periods when s/he works fewer than the normal number of hours. However, whether an employee is paid on a salary basis is a "fact," and thus specific evaluation of particular circumstances is necessary. Whether an employee is paid on a salary basis is not affected by whether pay is expressed in hourly terms (as this is a fairly common requirement of many payroll computer programs), but whether the employee in fact has a "guaranteed minimum" amount of pay s/he can count on.

The FLSA salary basis test applies only to reductions in monetary amounts. Requiring an employee to charge absences from work to leave accruals is not a reduction in "pay," because the monetary amount of the employee's paycheck remains the same. Similarly, paying an employee more than the guaranteed salary amount is not normally inconsistent with salary basis status, because this does not result in any reduction in the base pay.

With some exceptions, the base pay of a salary basis employee may not be reduced based on the "quality or quantity" of work performed (provided that the employee does "some" work in the work period). This usually means that the base pay of a salary basis employee may not be reduced if s/he performs less work than normal, if the reason for that is determined by the employer. For example, a salary basis pay employee's base pay may not be reduced if there is "no work" to be performed (such as for a plant closing or slow period), and a salary basis employee's base pay may not be reduced for partial day absences. However, employers may "dock" the base pay of salary basis employees in full day increments, for disciplinary suspensions, or for personal leave, or for sickness under a bona fide sick leave plan (as for example if the employee has run out of accrued sick leave).

Thus, there can be "permissible" and "impermissible" reductions in salary basis pay. Permissible reductions have no effect on the employee's exempt status. Impermissible reductions may, in that the general rule is that an employee who is subjected to impermissible reductions in salary is

no longer paid on a salary basis, and is therefore nonexempt. However, employers have several avenues by which they can "cure" impermissible reductions in salary basis pay, and as a practical matter these make it unlikely that an otherwise exempt employee would become nonexempt because of salary basis pay problems. The salary basis pay requirement for exempt status does not apply to some jobs (for example, doctors, lawyers and schoolteachers are exempt even if the employees are paid hourly).

The duties tests.

An employee who meets the salary level tests and also the salary basis tests is exempt only if s/he also performs exempt job duties. These FLSA exemptions are limited to employees who perform relatively high-level work. Whether the duties of a particular job qualify as exempt depends on what they are. Job titles or position descriptions are of limited usefulness in this determination. (A secretary is still a secretary even if s/he is called an "administrative assistant," and the chief executive officer is still the CEO even if s/he is called a janitor.) It is the actual job tasks that must be evaluated, along with how the particular job tasks "fit" into the employer's overall operations.

There are three typical categories of exempt job duties, called "executive," "professional," and "administrative."

Exempt executive job duties.

Job duties are exempt executive job duties if the employee

1. regularly supervises two or more other employees, and also
2. has management as the primary duty of the position, and also,
3. has some genuine input into the job status of other employees (such as hiring, firing, promotions, or assignments).

Supervision means what it implies. The supervision must be a regular part of the employee's job, and must be of other employees. Supervision of non-employees does not meet the standard. The "two employees" requirement may be met by supervising two full-time employees or the equivalent number of part-time employees. (Two half-time employees equal one full-time employee.)

"Mere supervision" is not sufficient. In addition, the supervisory employee must have "management" as the "primary duty" of the job. The FLSA Regulations contain a list of typical management duties. These include (in addition to supervision):

- interviewing, selecting, and training employees;
- setting rates of pay and hours of work;
- maintaining production or sales records (beyond the merely clerical);
- appraising productivity; handling employee grievances or complaints, or disciplining employees;
- determining work techniques;
- planning the work;
- apportioning work among employees;
- determining the types of equipment to be used in performing work, or materials needed;
- planning budgets for work;
- monitoring work for legal or regulatory compliance;
- providing for safety and security of the workplace.

Determining whether an employee has management as the primary duty of the position requires case-by-case evaluation. A "rule of thumb" is to determine if the employee is "in charge" of a department or subdivision of the enterprise (such as a shift). One handy clue might be to ask who a telephone inquiry would be directed to if the called asked for "the boss." Typically, only one employee is "in charge" at any particular time. Thus, for example, if a "sergeant" and a "lieutenant" are each at work at the same time (in the same unit or subunit of the organization), only the lieutenant is "in charge" during that time.

An employee may qualify as performing executive job duties even if s/he performs a variety of "regular" job duties as well. For example, the night manager at a fast-food restaurant may in reality spend most of the shift preparing food and serving customers. S/he is, however, still "the boss" even when not actually engaged in "active" bossing duties. In the event that some "executive" decisions are required, s/he is there to make them, and this is sufficient.

The final requirement for the executive exemption is that the employee have genuine input into personnel matters. This does not require that the employee be the final decision maker on such matters, but rather that the employee's input is given "particular weight." Usually, it will mean that making personnel recommendations is part of the employee's normal job duties, that the employee makes these kinds of recommendations frequently enough to be a "real" part of the job, and that higher management takes the employee's personnel suggestions or recommendations seriously.

Exempt professional job duties.

The job duties of the traditional "learned professions" are exempt. These include lawyers, doctors, dentists, teachers, architects, clergy. Also included are registered nurses (but not LPNs), accountants (but not bookkeepers), engineers (who have engineering degrees or the equivalent and perform work of the sort usually performed by licensed professional engineers), actuaries,

scientists (but not technicians), pharmacists, and other employees who perform work requiring "advanced knowledge" similar to that historically associated with the traditional learned professions.

Professionally exempt work means work which is predominantly intellectual, requires specialized education, and involves the exercise of discretion and judgment. Professionally exempt workers must have education beyond high school, and usually beyond college, in fields that are distinguished from (more "academic" than) the mechanical arts or skilled trades. Advanced degrees are the most common measure of this, but are not absolutely necessary if an employee has attained a similar level of advanced education through other means (and perform essentially the same kind of work as similar employees who do have advanced degrees).

Some employees may also perform "creative professional" job duties which are exempt. This classification applies to jobs such as actors, musicians, composers, writers, cartoonists, and some journalists. It is meant to cover employees in these kinds of jobs whose work requires invention, imagination, originality or talent; who contribute a unique interpretation or analysis.

Identifying most professionally exempt employees is usually pretty straightforward and uncontroversial, but this is not always the case. Whether a journalist is professionally exempt, for example, or a commercial artist, will likely require careful analysis of just what the employee actually does.

Exempt Administrative job duties.

The most elusive and imprecise of the definitions of exempt job duties is for exempt "administrative" job duties.

The Regulatory definition provides that exempt administrative job duties are

- (a) office or nonmanual work, which is
- (b) directly related to management or general business operations of the employer or the employer's customers, and
- (c) a primary component of which involves the exercise of independent judgment and discretion about
- (d) matters of significance.

The administrative exemption is designed for relatively high-level employees whose main job is to "keep the business running." A useful rule of thumb is to distinguish administrative employees from "operational" or "production" employees. Employees who make what the business sells are not administrative employees. Administrative employees provide "support" to the operational or production employees. They are "staff" rather than "line" employees. Examples of administrative functions include labor relations and personnel (human resources employees), payroll and finance (including budgeting and benefits management), records maintenance, accounting and tax, marketing and advertising (as differentiated from direct sales), quality control, public relations (including shareholder or investment relations, and government relations), legal and regulatory compliance, and some computer-related jobs (such as network, internet and database administration). (See [Computer employees](#).)

To be exempt under the administrative exemption, the "staff" or "support" work must be office or nonmanual, and must be for matters of significance. Clerical employees perform office or nonmanual support work but are not administratively exempt. Nor is administrative work exempt just because it is financially important, in the sense that the employer would experience financial losses if the employee fails to perform competently. Administratively exempt work typically involves the exercise of discretion and judgment, with the authority to make independent decisions on matters which affect the business as a whole or a significant part of it.

Questions to ask might include whether the employee has the authority to formulate or interpret company policies; how major the employee's assignments are in relation to the overall business operations of the enterprise (buying paper clips versus buying a fleet of delivery vehicles, for example); whether the employee has the authority to commit the employer in matters which have significant financial impact; whether the employee has the authority to deviate from company policy without prior approval.

An example of administratively exempt work could be the buyer for a department store. S/he performs office or nonmanual work and is not engaged in production or sales. The job involves work which is necessary to the overall operation of the store -- selecting merchandise to be ordered as inventory. It is important work, since having the right inventory (and the right amount of inventory) is crucial to the overall well-being of the store's business. It involves the exercise of a good deal of important judgment and discretion, since it is up to the buyer to select items which will sell in sufficient quantity and at sufficient margins to be profitable. Other examples of administratively exempt employees might be planners and true administrative assistants (as differentiated from secretaries with fancy titles). Bookkeepers, "gal Fridays," and most employees who operate machines are not administratively exempt.

Merely clerical work may be administrative, but it is not exempt. Most secretaries, for example, may accurately be said to be performing administrative work, but their jobs are not usually exempt. Similarly, filing, filling out forms and preparing routine reports, answering telephones, making travel arrangements, working on customer "help desks," and similar jobs are not likely to be high-level enough to be administratively exempt. Many clerical workers do in fact exercise some discretion and judgment in their jobs. However, to "count" the exercise of judgment and discretion must be about matters of considerable importance to the operation of the enterprise as a whole.

Routinely ordering supplies (and even selecting which vendor to buy supplies from) is not likely to be considered high- enough to qualify the employee for administratively exempt status. There is no "bright line." Some secretaries may indeed be high-level, administratively exempt employees (for example, the secretary to the CEO who really does "run his life"), while some employees with fancy titles (e.g., "administrative assistant") may really be performing nonexempt clerical duties.

Rights of exempt employees.

An exempt employee has virtually "no rights at all" under the FLSA overtime rules. About all an exempt employee is entitled to under the FLSA is to receive the full amount of the base salary in any work period during which s/he performs any work (less any permissible deductions). Nothing in the FLSA prohibits an employer from requiring exempt employees to "punch a clock," or work a particular schedule, or "make up" time lost due to absences. Nor does the FLSA limit the amount of work time an employer may require or expect from any employee, on any schedule. ("Mandatory overtime" is not restricted by the FLSA.)

Keep in mind that this discussion is limited to rights under the FLSA. Exempt employees may have rights under other laws or by way of employment policies or contracts.

Rights of nonexempt employees.

Nonexempt employees are entitled under the FLSA to time and one-half their "regular rate" of pay for each hour they actually work over the applicable FLSA overtime threshold in the applicable FLSA work period. (See, "[FLSA Overtime](#)")

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Policies on Compensatory Time for Exempt Employees

by Wilhelm Schnotz, studioD



FLSA-exempt workers draw their salary even when work isn't available.

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Employers who hire workers in positions that are exempt from Fair Labor Standards Act overtime provisions -- usually known as exempt employees -- agree to pay their employees the same weekly salary no matter how much work or time on the job they put in. While compensation time is frequently provided to hourly employees in qualifying circumstances rather than paying overtime wages, the FLSA allows employers a wide amount of flexibility in determining their policies for compensatory time for salaried workers.

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FLSA Exempt Employees and Compensatory Time

By definition of their exempt status, an exempt employee may work any number of hours in a single workweek and not receive overtime pay. Because of this, many employers don't extend compensatory time to exempt workers when they work unusual amounts during a workweek -- their job description is created to avoid overtime or compensatory time. Employers who provide compensatory time to exempt employees as a reward for extended hours don't place employees' exempt status at risk, as 29 C.F.R. §553.28 allows employers to provide exempt workers with additional benefits beyond FLSA-mandated salaries without altering their FLSA status.

Non-FLSA Mandated Compensatory Time

The FLSA requires that employers must provide hourly workers compensatory time equal to 1.5 times the amount of overtime they work but doesn't address compensatory time for exempt employees. Because of this, employers can provide exempt workers with comp time at any ratio they choose, just as they can opt not to provide compensatory time at all to those employees. Unlike hourly employees, who must be paid for unused compensatory time when they leave their position, exempt employees aren't entitled to receive compensation for unused time, according to 29 C.F.R. §553.28(e). However, employers may choose to pay for unused comp time.

"Docking" Exempt Employees' Compensatory Time

Some employers enact policies that allow salaried employees who receive compensatory time to place that time in a bank to be used at will, similar to personal leave. While this policy doesn't violate regulations for FLSA-exempt employees, employers must allow workers to use the compensatory time as needed. Employers who "dock" salaried employees' accrued compensatory time for hours not worked during a normal work week may risk losing their FLSA exemptions. Because exempt employees must receive a consistent salary regardless of the time spent at work each week to maintain their exempt status, punitively using accrued compensatory time for absences violates FLSA exemption rules.

Bonus Hourly Compensation

Rather than providing exempt employees with paid time off as compensation, some employers provide cash compensation for overtime hours worked. This compensation must be paid in addition to the employee's standard salary and is considered additional compensation that doesn't threaten an employee's exempt status, according to 29 C.F.R. §541.604(a) and positions advanced by the Department of Labor. However, some circuit courts disagree with the Department of Labor's stance on the matter, claiming that additional compensation violates the spirit of a salary agreement, according to the Texas Workforce Commission.

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About the Author

Wilhelm Schnotz has worked as a freelance writer since 1998, covering arts and entertainment, culture and financial stories for a variety of consumer publications. His work has appeared in dozens of print titles, including "TV Guide" and "The Dallas Observer." Schnotz holds a Bachelor of Arts in journalism from Colorado State University.

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Can Exempt Employees Be Required to Work Overtime?

by Miranda Morley, studioD



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Even in small businesses, certain jobs lend themselves more to overtime than others. From journalists to plumbers, workers whose job depends on circumstances they cannot control may work long hours one week and short hours the next. As an employer, paying these employees overtime can be costly; however, employers are not required to pay overtime to exempt employees, those who work certain jobs or make a certain amount of money. The law also allows employers to require mandatory overtime from exempt employees in most cases.

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Fair Labor Standards Act

According to the Fair Labor Standards Act (FLSA), an exempt employee is one who is paid on a salary basis of at least \$455 per week, performs duties that are classified as exempt or is covered by another labor law. The FLSA does not place any restriction on the amount of hours that exempt employees can work; it only mandates that they be given their regular salary. Thus, under the FLSA, an employer can require that an exempt employee work over 40 hours per week. However, the law does allow exempt employees to lose their exempt status if an employer begins to make deductions from the employee's salary. Certain deductions, like those for personal absences of more than a day or suspension without pay, are allowed.

Federal Acquisitions Regulations

The Federal Acquisitions Regulations do not bar an employer from requiring that an exempt employee work more than 40 hours per week. However, they do recommend that the employee be paid for her time. According to BTLG Attorneys at Law, the Federal Acquisition Regulations do not require federal agencies to pay exempt employees for overtime. The regulating body does, however, suggest that federal agencies pay contractors for their work over 40 hours a week when the contracts are "based on time and materials."

State Laws

Labor laws differ from state to state, and some states may place restrictions on the amount of overtime employers can require from exempt employees. For example, in 2008, Pennsylvania passed the Prohibition of Excessive Overtime in Health Care Act, which mandates that health-care organizations not work employees more than their contracted amount unless an emergency arises. Thus, in this state, employers are not allowed to require nurses, who may be considered exempt under the "professional job duties" test, to work overtime.

Child Labor Laws

Employers with teenage exempt employees may not be allowed to require overtime. Although most teenagers work in nonexempt positions, it is illegal for employers to require 14- or 15-year-olds to work mandatory overtime. In fact, teens in this age group are prohibited by law from working more than 18 hours in a school week or 40 hours in a non-school week. These teenagers are also permitted to work only three hours on a school day and eight hours on a non-school day. Thus, even teenagers who qualify as exempt under FLSA may not be made to work overtime. For example, if you pay a 14- or 15-year-old a salary of \$25,000 a year to be the "face" of your teen magazine on social networks, you still cannot require her to work mandatory overtime, even though she qualifies as exempt because of her salary.

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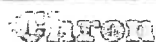
About the Author

Miranda Morley is an educator, business consultant and owner of a copywriting/social-media management company. Her work has been featured in the "Boston Literary Magazine," "Subversify Magazine" and "American Builder's Quarterly." Morley has a B.A. in English, political science and international relations. She is completing her M.A. in rhetoric and composition from Purdue University Calumet.

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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.

Cindy Nairn, Chairman of HR Committee

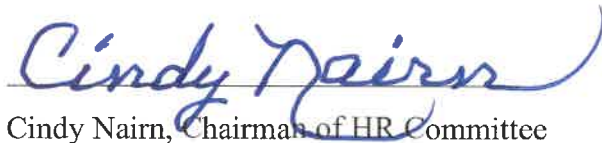
Human Resource Committee Meeting
Wednesday, April 28, 2021 – 8:00 a.m. @ Village Hall

Present: Chair Nairn, Member Porter, Fiscal Officer (FO) Romanowski

Nairn called the recorded meeting to order. She said the committee would be discussing the potential hiring of a part-time Building Inspector. The committee reviewed resumes from two candidates. Nairn advised they both were very qualified, and it would behoove the Village to set up interviews of both individuals. She suggested that HR and the Building Committee co-interview the candidates. Porter agreed and suggested the interviews occur May 7th. Nairn wanted the Fiscal Officer to be part of the interviews as well. Porter suggested interviewing one candidate at 9:00 a.m. and 9:45 a.m. for the second candidate. Nairn asked the Fiscal Officer to send an email to HR and Building Committees requesting their involvement in the interviews and determining their availability. Based on their response, the Fiscal Officer would set up the interviews. Porter described the two candidates as really qualified. The Fiscal Officer stated that one of the candidates asked if the position could be combined with Zoning Inspector position and was willing to perform both positions in a part-time or full-time capacity depending on the Village's needs. Porter asked that the Mayor be copied on the email regarding the interviews.

Nairn reiterated that both candidates were very well rounded and qualified. Additionally, both were civic minded and involved in their communities.

Porter made a motion to adjourn at 8:13 a.m., seconded by Nairn. Voice vote – ayes, all. Motion carried.

A handwritten signature in blue ink that reads "Cindy Nairn". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Cindy Nairn, Chairman of HR Committee

**Special Human Resource Committee Meeting
Friday, March 19, 2021 – 8:00 a.m. @ Village Hall**

Present: Chair Nairn, Member Porter, Fiscal Officer (FO) Romanowski

Nairn called the meeting to order.

The Committee discussed quarantine time off as an employee is asking for quarantine time off at home not to be taken out of sick leave. FO explained that in 2020, the Families First Coronavirus Response Act (FFCRA) was in place (related to COVID) making it mandatory to give time off up to 80 hours if the employee met specific criteria, however that expired 12/31/20. With the new American Rescue Plan Act (ARP) of 2021, it is optional to extend the FFCRA from April 1st to September 30, 2021, and they added three additional criteria that would qualify for this paid leave. FO said she spoke to the Solicitor who informed her the Village could do it if it chose to, but it was created more for tax credits for private employers. FO reported that there have been five (5) employees out in 2021 for quarantine and/or isolation with time out of work ranging from 44 hours to 156 hours. Nairn asked about how much sick time people had in their “sick banks”. FO replied it ranged from 20 hours for the brand-new employee up to 1,860 for long-term employees who have accrued time.

Porter pointed out that if this is something that is going to be done, it would have to be consistent and be done for all employees. There was discussion about the risk of employees being exposed until the herd immunity from the vaccination sets in. Nairn and Porter agreed that employees should be held accountable to following guidelines and using proper protective protocol with distancing, masking up, etc. The virus is mutating, and the Village could be dealing with this for 4-5 winters.

Porter said part of the American Rescue Plan (ARP) allows for compensation when employees are sick, exposed, or quarantined because of COVID. He said up to 80 hours of time with pay and the rest of the time coming out of employees’ sick bank seems like a compromise. If the federal government gives the Village money, the Village could use those funds to reimburse itself for that time. This would be making an exception, not an ongoing policy. There was discussion about whether this would be made retroactive to January 1st or start April 1st. If it is made retroactive, the three new criteria approved by the ARP could not be made retroactive and would only be allowed from April 1st – September 30th. It was decided to get the flavor of Council at the upcoming Council meeting, and if it seems Council is on board with this, the Committee could ask the Solicitor to prepare the necessary legislation.

Nairn had concerns that the “give away, give away, give away” is not encouraging anybody to be responsible. Porter commented that if local governments get reliant on this stuff, every time they run a deficit they will be looking to the federal government for money. He does not believe that is the recipe for success. The Village has been fiscally conservative, and the financials show that.

Porter said at the Council meeting, it could be reported that HR met and recorded the meeting and discussed employee time off due to COVID illness or quarantine. And HR recommends that

the Village adopt legislation to allow the Village to pay employees their salaries for time off work due to COVID-19 illness or quarantine up to 80 hours, with the remaining time off to be deducted from sick leave accrued. At that point Council can discuss, or counter point, etc. and if they want to move forward, the Solicitor can prepare the legislation.

Nairn stated the Village needs to put forth the idea that employees need to be responsible. Porter said employees need to mask up, wash their hands and socially distance. Employees in vehicles together must be masked.

FO reported that she posed the question to her colleagues on how either communities were handling the time off due to quarantine, isolation and sick time related to COVID. Of the 13 communities that responded, 10 were taking the time out of the employees' sick banks, 2 extended the 2020 Families First Coronavirus Response Act, and 1 community did not charge sick time banks for mandatory quarantines but did charge sick banks for self-quarantines. FO said the poll she took was prior to the American Rescue Plan being adopted, so she does not know what communities are doing now.

Regarding smoke-free property, Nairn said she feels it is the thing to do. The Mayor was supposed to forward resolutions regarding this issue to Nairn, however as of the time of the meeting, she had not yet received them. This item will be put on the next meeting agenda. The Village does not allow smoking in Village buildings or vehicles, however there is no policy for smoke breaks outside. Porter suggested this issue be brought up at the Council meeting that it is being considered.

Regarding the revised Mechanic/Laborer job description, Nairn questioned the duties included in the section of 55% and felt those should be mechanical duties. Porter stated the Street Commissioner is going to track how the time is spent for a couple of months to get an idea of the percentage of time for mechanical work. Porter said he would like the revised job description to be brought to Council's attention and they can act on it once the Village has a better idea of how much time is actually spent on vehicle maintenance and that type of work compared to laborer work so that the percentages are correct. This would take an ordinance to amend the Employee Handbook so it has to go through three readings or readings can be waived and it can be passed by emergency. Porter said it can be reported on in the Council meeting that the revised job description will be circulated to Council and once the Village has the data from the Street Commissioner, the percentages can be updated and considered for adoption. Nairn asked if in the Street Committee meeting, Porter could ask the Street Commissioner to track the work for at least six months to get a more accurate percentage breakdown for the different seasons.


Nairn said in the 55% section, rolling asphalt, filling potholes, etc. is not what a Mechanic's job description entails. Porter said he would break out the mechanical work which was the first part of the first sentence up to "performs building maintenance and repairs" and the rest of it would go in a new paragraph starting with "ditching and culvert replacement" since you do not have to be a mechanic to do that. Porter will revise the Mechanic/Laborer job description and send it around.

In relation to the job performance evaluation, Nairn made a motion to go into Executive Session to discuss employee compensation, seconded by Porter. Ayes, all.

HR Committee reconvened at 8:52 a.m.

The Mayor requested the Committee discuss COVID modifications for going back to in-person meetings. Nairn reported that as of March 2nd, COVID restrictions have again been modified. She said she feels Council could hold in-person meetings. FO explained that according to the Solicitor, government has always been permitted to meet in person, however she does not believe you can mandate that attendees have to attend in person since the Governor is permitting virtual meetings through July 1st. Porter said the Committee can recommend in-person meetings and for those who prefer, or are sick, or in quarantine, they can attend by Zoom. He said the Village can go to a hybrid model whereby Council meets in person, and if individual Council members, Department Heads, Mayor, or the public prefer to attend by Zoom, the Village offers that option. Council chambers has the technology to do this. Porter and Nairn questioned how executive an executive session via Zoom is and agreed they would much rather meet in person. Porter said chairs can be set out six feet apart for visitors. Nairn asked if this could be done for the next Council meeting to occur on March 22nd – Porter confirmed it could. FO stated the Zoom info is already set up and posted on the website. Since there would be more than 24 hours' notice, she could update the Sunshine Notice and online posting that the Council meeting would be a hybrid meeting. Porter said per the Mayor's request to discuss this issue, the HR Committee's recommendation is to begin the process of reopening the Village starting with a hybrid Council meeting on March 22, 2021 whereby elected officials, the public and staff can attend either in person or by Zoom. They would like to progress to in-person meetings as before COVID.

Nairn adjourned the meeting at 9:05 a.m.



Cindy Nairn, Chairman of HR Committee

Human Resource Committee Meeting
Friday, August 13, 2021 – 8:00 a.m. @ Village Hall

Present: Chair Nairn, Member Porter, Fiscal Officer (FO) Romanowski, Mayor Koons

Nairn called the recorded meeting to order and read the roll.

Nairn first addressed the part-time Building Inspector position. Interviews had been conducted starting in the Spring. There were two qualified candidates. Nino Monaco was particularly qualified. The other candidate, Howard Sonenstein, had required qualifications but not electrical. Nairn noted that the Mayor expressed concerns about Monaco. Nairn stated that the Mayor sent her a note indicating he wanted a Zoning Inspector hired in 2022 for four hours a week to handle property complaints. Nairn asked for the committee to explain why the Village had been advertising for a Building Inspector if it was not hiring one in any capacity. The Mayor stated he did not know. He did not want to interview for the position and was happy with Dave Hocevar as was the Building Committee. Nairn advised that as a courtesy to Monaco, he should be thanked by the Village for coming back for the second interview. Nairn asked the Fiscal Officer if this had been done for both candidates after the first round of interviews. The Fiscal Officer stated no since she did not know what direction the committee would be taking. The Mayor said he calls the candidates. The Fiscal Officer stated that normally she sends letters when instructed. Nairn suggested the Mayor reach out to both candidates if in fact the Village would not be going this direction, but she wanted an explanation for them.

Nairn reviewed the part-time Building Inspector job description and said there were a lot of aspects of it that Hocevar and the Administrative Assistant/Board Clerk/Assistant Zoning Inspector do daily. She assumed the Zoning Inspector would be ensuring that commercial and residential properties were compliant. The Mayor said it did not make sense for the Village to pay \$75 per hour to look at someone's grass or a car that had been sitting in a driveway. The Mayor described various zoning violation examples in the Village and stated that they were petty little things not worth spending \$75 per hour. Someone could be hired for \$25-\$35 per hour. Nairn said that the Village had tried in the past without any luck. The Mayor said that on the Plain City website, the Zoning Inspector looked like a high school girl, no offense. If the person was breathing, he/she could be a Zoning Inspector.

The Fiscal Officer stated that part of the Administrative Assistant/Board Clerk/Assistant Zoning Inspector job position was Assistant Zoning Inspector. At some point, there needed to be some cross training. There were times when both she and the Administrative Assistant/Board Clerk/Assistant Zoning Inspector needed more help and other times where the workload decreased somewhat. She proposed bringing her Administrative Assistant on full-time for three days at Village Hall and two days at the Building Department. It would allow for cross-training and would allow the Building Department Administrative Assistant time to go out to do the zoning work. She acknowledged that her Administrative Assistant knows how to do the minutes and is dependable. It would mean full-time benefits, but it would be someone who had been with the Village three years, and everyone gets along. The Administrative Assistant/Board Clerk/Assistant Zoning Inspector knows what she is doing and knows zoning. It would also allow for coverage for the Administrative Assistant/Board Clerk/Assistant Zoning Inspector when she goes on vacation.

Nairn stated that this would save on having to advertise in the paper and interviewing candidates. She added that there was a need. Nairn had received emails from disgruntled residents about properties. She understood Hocevar did not want to have to deal with the follow-up involved with these issues. Nairn stressed that there were problems and the Village needed someone to address them for the sake of keeping the community beautiful.

Porter stated that regarding the Building Inspector, the Village did not have the long-term situation in the Building Department that it formerly did when Hocevar was the Building Commissioner and Laura Heilman was the secretary who became the Building Inspector. Hocevar, through his company, provides service to at least five municipalities. As such, he is not in a position where he can devote most of his time conducting South Russell Village business on a part-time basis. He recognized that the situation was favorable now, and hated to upset the apple cart, but questioned what would happen in five to ten years. The current Administrative Assistant/Board Clerk/Assistant Zoning Inspector did not have certifications nor the inclination to obtain them. Porter questioned if Hocevar decided to close shop and move to Florida, what would happen then. Previous attempts by the Village to locate a Building Inspector did not produce any qualified candidates. This time, Porter stated that Monaco was wildly qualified. The other candidate was also qualified but did not have the electrical certification. He was concerned that the long-term situation would turn into an immediate need and recognized that finding a Building Inspector with all the certifications was rare. This was why the committee conducted the interviews of the candidates. However, it was the Mayor's appointment, and if the Mayor failed to appoint anyone to fill the position, then that was the end of it. Given that it appeared the Village would not proceed with hiring, the candidates should be notified by the Mayor in writing to thank them for their time and explain that the Village would be going in a different direction.

Regarding zoning, Porter recalled that the Administrative Assistant/Board Clerk/Assistant Zoning Inspector was part-time zoning and was being paid in part for this job. If she ceased to be the Assistant Zoning Inspector, the Village must refuse this pay. Nairn asked if she had ever done it. The Mayor stated no. Nairn remembered that in the hiring process, this portion of the job description was added. The Fiscal Officer clarified that it is Administrative Assistant/Board Clerk/Assistant Zoning Inspector. Porter recalled that the hours for the position were increased, and the Fiscal Officer noted the pay was also increased to do zoning. Porter suggested exploring Monaco or Sonenstein as the part-time Zoning Inspector. This might be a way to have a bench in the Building Department. He asked if the Building Department Administrative Assistant/Board Clerk/Assistant Zoning Inspector were being paid in part to be a Zoning Inspector and her other duties preclude that, and someone else were to be hired, would she continue to be paid for the zoning work. Porter suggested that she could keep her pay and continue as the Assistant to the actual Zoning Inspector.

The Fiscal Officer questioned whether the Village would want to consider contracting with Monaco on a per inspection basis to provide the bench where someone was working with Hocevar to learn about the Village. Porter thought either candidate would be ideal for this and would provide coverage for times when Hocevar was unavailable. The Fiscal Officer thought it was important to plan for the future. Nairn concurred and referred to the five-year plan. She added that the Mayor indicated that Hocevar and the Administrative Assistant/Board

Clerk/Assistant Zoning Inspector were uncomfortable with the HR Committee discussing putting someone else in place in the Building Department. Realistically, neither one of them would be in place in this department forever; both are retirees. She did not want the Village to have to go through what it did two years ago with the Building Department being on and off. It was tedious and cantankerous. She felt the Village would be hard pressed to have another Hocevar with his depth and knowledge of the Village. Both the Mayor and Porter said he was an expert. The Fiscal Officer pointed out the importance of training and transferring this knowledge to the next person to take the position. Hocevar retired in 2014 and at some point, would retire permanently, and then someone would be brought having no knowledge of the Village. There could be an overlap where this knowledge could be conveyed.

Nairn asked the Mayor if he was suggesting that Hocevar would feel threatened or resentful because of this, and the Mayor stated that anyone would when the Village was interviewing for his job. Nairn asked the Mayor how eager he was to put either of the candidates in place, and the Mayor said there were better people than those two to be the part-time Zoning Inspector. Nairn asked where. The Mayor said he would get the guy from Russell Township who was a retired Building Inspector. Nairn asked if he interviewed in the past, and the Mayor said no because he worked part-time for Streetsboro, but the Mayor had spoken to him. The Mayor explained that this was such a serious issue in the State that the mayors had all gotten together to go to Columbus to say that something needed to be done. There was no plan to become a Building Inspector. To get someone full-time would cost the Village \$120,000 and he did not think the Village needed someone full-time because there was not enough work. The Mayor added that if a Zoning Inspector were to be hired, he would specify that this person worked Saturday mornings so as not to disrupt the office. Things were going well with Hocevar and the Administrative Assistant/Board Clerk/Assistant Zoning Inspector. The Mayor added that when the Fire Prevention Officer was there Friday mornings, there was a different atmosphere. The Mayor proposed that the Fiscal Officer's Administrative Assistant become the part-time Zoning Inspector. He thought about having one of the Service Department employees do it if one of them wanted more hours. Porter advised that they are full-time, and this would be overtime.

Nairn summarized that perhaps hiring from within might be the way to accomplish it for now. She felt that the committee should not be discussing a five-year plan for the Building Department because they would get disgruntled about it. She asked how the committee could get them to see that this was for the best interest of everyone, and they should not feel threatened. She thought that they would not like it if someone from the outside were brought in to work a few hours a week. The Mayor stated he did not know about this. He suggested pulling the advertising for the Building Official position and added that Hocevar was being asked about it recently at a Building Official's golf outing. On the other hand, the Mayor had been asking Hocevar about his contract because his contract was up. The Fiscal Officer stated that Hocevar's contract was now ongoing, and Porter agreed. The Mayor said he wanted Hocevar to provide a year's notice for when he was leaving and he said no. It was the first thing on the Building Committee's agenda for the August 12th meeting and Berger did not address it. Perhaps he had already spoken to Hocevar. The Mayor thought that Hocevar and the Administrative Assistant/Board Clerk/Assistant Zoning Inspector were in agreement that each would stay as long as the other. That was what they say.

The Fiscal Officer advised that she has had conversations with the Administrative Assistant/Board Clerk/Assistant Zoning Inspector who was concerned about cross training. There was a lot of pressure in wondering who would cover the office if she wanted to take time off. Additionally, she would be getting new software at the beginning of the year, and it would be good to have another person learn it and cross train. She said the Administrative Assistant/Board Clerk/Assistant Zoning Inspector was on board with cross training. Porter offered that if the Fiscal Officer's Administrative Assistant became the Zoning Inspector she might as well be made full-time. The Fiscal Officer stated that if her Administrative Assistant were made full-time, it would give the Village flexibility to address administrative projects. She reiterated that her Administrative Assistant is dependable and personality-wise, everyone gets along. She emphasized that from an emergency standpoint, it was necessary for employees to have knowledge of other positions to enable the Village to function if someone were not there – currently the Village does not have this. Porter suggested that if something were to happen to the Fiscal Officer, theoretically, her Administrative Assistant could come in and at least fill in for a while and over time become the Fiscal Officer. The Fiscal Officer offered that she was not at that point because the Administrative Assistant only works 24 hours, which is not much time. She would like for the Administrative Assistant to be backup for the payroll and start learning some of the financial duties, but she is limited to the 24 hours per week. If she were full-time, the Fiscal Officer could teach her more as could the Administrative Assistant/Board Clerk/Assistant Zoning Inspector. The Fiscal Officer recalled the time when she was hospitalized and the previous Mayor called her at the hospital to find out how long she would be out of the office because there was no backup. The Fiscal Officer emphasized this was the reason having back-up was important. Porter indicated that this would mean an increase in pay, a change in the job description, and an amendment to the ordinance and budget. Porter suggested that hiring a part-time Zoning Inspector would be less costly. He was not opposed to making the Fiscal Officer's Administrative Assistant full-time because she was an excellent employee. Nairn concurred, and said she is focused, gets the job done, and learns quickly.

The Mayor advised he would not want to bring in a Zoning Inspector until April and the individual would work for 30 weeks of the year. He did not think there was that much work. He proposed \$25 per hour, for four hours a week on Saturdays for 30 weeks which would be \$3,000. Porter reviewed the issue of hiring a part-time Zoning Inspector as well as a succession plan for the Building Department and said that the problem was there was no process for this. He was stunned that with the most recent effort to hire a part-time Building Inspector, the committee had two qualified candidates. Porter was concerned that if a vacancy were to occur, the Village would be scrambling to fill the Building Inspector position in a hurry and may not be able to find someone suitable. The Mayor stated that Mayfield just hired a new Building Official and they had to reach down to some place in Medina. The Mayor suggested that they could find a Building Official who was working someplace for \$68,000 and see if that person would want to be a Zoning Inspector on Saturdays for four hours. It would be a good way to see. Porter offered that the Village already had two candidates who could easily do that. The Fiscal Officer added that Monaco asked if the Village would consider having one person be both Building and Zoning Inspector because he did zoning as well. Porter recommended hiring Monaco as the Zoning Inspector, which would be the better deal financially for the Village. Porter added that there still was the issue of the bench.

Nairn observed that the Mayor was not enthralled with either of the candidates, and the Mayor stated no and said he thought the Village could find someone better especially if the Village decided to hire a four-hour a week Zoning Inspector in April. He thought they could find someone better than either one of the candidates. The best he got from seven mayors was that Monaco would be adequate for the Village. Porter said that during the second interview, he found Monaco's explanation satisfactory. Nairn concurred and added that there was more to the Pepper Pike story than what they heard. The Fiscal Officer asked if he could be hired temporarily as a test, adding that the Village had a six-month probationary period. Nairn asked the Mayor his opinion of hiring on a temporary basis. The Mayor asked if it would be for part-time Zoning Inspector, and said the Village could get someone better. Porter stated that the qualifications for Zoning Inspector were that the candidate must be breathing and over the age of 18.

The Mayor suggested Executive Session when Nairn proposed to discuss personality issues, and the Mayor added that the Building Committee had little knowledge of the issue. Porter made a motion at 8:40 a.m. to go into Executive Session for the purposes of potentially hiring a new employee part-time and full-time, seconded by Nairn. Voice vote – ayes, all. Motion carried.

The committee exited Executive Session at 8:50 a.m.

Nairn addressed over-time and comp time. The Fiscal Officer provided the committee with pages 10 and 11 from the employee handbook. She explained that per the employee handbook, the Village does overtime based on hours worked in a day, not a week. The Federal Law requires that overtime must be paid after 40 hours in a week. With the Service Department and snow plowing, overtime in the Village is based on hours in a day. Recently, the Service Department requested going to four 10-hour shifts in order to have Fridays off. It was presented to the Streets Committee, and it did not seem that the committee was interested. Since that time, there were two weeks where they worked the four 10-hour shifts and took the Fridays off. She wanted the committee to be aware that it is costing the Village overtime. The employees worked their 40 hours and took Friday off, which meant no coverage in the Village these days. Additionally, the employees all received an extra half day to take off another time because for the 8 total hours they worked by doing the 10-hour shifts (extra 2 hours per day), they got a day and a half off. It also put some of the employees over the 80 hours that they were allowed to have in their comp bank. They could have chosen to be paid for it, but they wanted it as comp time. The Fiscal Officer asked the committee if this would continue and be the permanent schedule and if so, would the committee want to address how overtime / comp time is calculated. Nairn said she was not in favor of giving anyone extra money right now. She did not think having the Service Department unmanned was a good idea either. Porter advised that the Street Committee had not considered the matter and recalled it coming up a while ago. It was not viewed favorably. The Fiscal Officer explained the Federal Law pertaining to overtime being based on a 40-hour week and said the Village's policy was rare. Because they stayed two hours extra per day, it must be computed at time and a half. It is each employee's decision to take it as comp time or to be paid overtime for it. Porter noted what would need to be changed in the policy to align it with the Federal policy. The Fiscal Officer explained the rationale behind the Village's policy relative to snow plowing. Porter suggested that the Street Committee should consider this.

The Mayor stated that the arrangement was sold to him with the explanation that the Village had 24 culverts to do on Bel Meadow and it would work better if they could work four 10-hour shifts that week to get the culverts done before paving started and they did it. He said he was told there would be no additional cost, but now he was hearing that they each received four additional hours off. The Fiscal Officer could understand the need if the road program were about to start and they needed to get it done by a specific close deadline, but it had not. They still worked 40 hours but did it over four days, resulting in no coverage for the Street Department on Friday and they got an extra half day off. The Mayor said that this was not right and they should not have an extra four hours. He told the Fiscal Officer to take it back. She explained that she could not because this was the policy, Porter concurred. It was the Mayor's understanding that there would be no additional compensation. The Mayor stated that they owe the Village four hours. Porter and the Fiscal Officer stated no, they are entitled to an additional four hours. The Mayor reiterated that each of the employees owes the Village four hours. Porter said that this may be so morally, but not per the employee handbook. The Fiscal Officer added that this was per week, and they had done it twice. The Mayor stated it was not right. The Fiscal Officer wanted to bring it to the committee's attention in the event it chose to amend the handbook or change the practice, etc.

The Mayor stated it may have been an honest mistake by the Street Commissioner. The Fiscal Officer pointed out that he banked the hours on the employees' timesheet tracking. The Mayor said he was referring to the extra four hours, and the Fiscal Officer explained that the Street Commissioner banked these hours. She checked and said that had he not, she would have explained it to him that the 10-hour days was costing the Village more, however, he banked them as the extra hours. Nairn verified they knew what they were doing. The Mayor said he did not know that they knew what they were doing. The Fiscal Officer reiterated that the Street Commissioner knew because it was reflected on both the timesheet and the spreadsheet that reflected the additional time. He entered that they received the comp time. Nairn asked if this was something they wanted to do more often, and the Fiscal Officer explained that the Street Commissioner asked the committee if they could go to four 10-hours days. Porter said this would give the employees a three-day weekend every week.

The Mayor reiterated that he was told that it would not cost one penny more.

The committee discussed a date for the next joint HR/Finance Committee meeting.

The Mayor discussed the possibility of allowing the Administrative Assistant/Board Clerk/Assistant Zoning Inspector to bank comp time instead of leaving early on Fridays to compensate for board meetings. The Fiscal Officer said this was the way the position was set up. The Mayor thought that needed to be changed. The Mayor explained that the Administrative Assistant/Board Clerk/Assistant Zoning Inspector should be able to take the hours spent in board meetings and apply them to the following week, for example, so that she could stay longer to do what she needed to instead of having to take that time on Fridays. The Mayor asked if all employees can bank comp time, and the Fiscal Officer explained yes, up to 80 hours. Department Heads are hour for hour and employees are time and a half. The Fiscal Officer

reminded the Mayor that Council amended the handbook just for the Building Department position so that she would not fall into the hours per day but hours per week with Friday being the day to adjust for the 40 hours. The Mayor asked if she could slide the hours to the next week. Porter said not now unless the handbook were changed. The Mayor stated that if everyone else can slide their comp time to the next week or day, she should have the same privilege. Porter explained that the job is different from the Street Department and Police. The Fiscal Officer added that this was the reason for there being the hour per day at the end of the day where the Administrative Assistant/Board Clerk/Assistant Zoning Inspector could leave early or do the zoning work. Porter agreed and explained that it was because she would be doing evening meetings. The Mayor indicated that the Administrative Assistant/Board Clerk/Assistant Zoning Inspector did not know about this discussion, or that he brought it up. He felt it would give her flexibility that other employees have. Nairn said that her job is not congruent with the Street or Police Department. Porter said the handbook was written specifically to the position because of the possibility with the meetings racking up overtime. Nairn clarified that the Mayor had not spoken to the Administrative Assistant/Board Clerk/Assistant Zoning Inspector, and the Mayor said no. He would talk to her and tell her what he came up with. Nairn asked why the Mayor would bring it up to her at all. The Mayor said it is the way to treat somebody decently. The Fiscal Officer said that from the conversations she had had with the Administrative Assistant/Board Clerk/Assistant Zoning Inspector, she likes leaving early on Fridays.

Regarding the no smoking ordinance, Nairn had reviewed a variety of legislation from other communities pertaining to the topic. Nairn said that it currently was not an issue, but she felt strongly about it in the interest of saving the Village some legal costs. She distributed copies of the previous Village legislation from 1993 and the version produced by the Solicitor. Nairn wanted to be sure e-cigarettes and chewing tobacco were included. She asked the committee to review it. The Fiscal Officer had been unaware of the old legislation. Porter advised that it applied to smoking inside buildings and Village vehicles. The new one applies to all Village properties. Porter noted that it was much broader than the earlier versions and added that it would be a misdemeanor offense resulting in a ticket. The Mayor asked if this were a solution to a problem the Village did not have. Nairn thought it was good to have an updated policy. The Committee agreed that it should be on the agenda for the next Council meeting. The committee discussed the potential need to include illegal substances in the ordinance. The Mayor noted that occasionally a visitor would be smoking on the Village campus or park pavilion.

The Mayor sent an email to the committee regarding employee benefits and what they would like to see changed. The Mayor said he would like to have a survey and then sit down with the employees.

The committee discussed the Street Department issue further.

Porter made a motion to adjourn at 9:24 a.m., seconded by Nairn. Voice vote – ayes, all. Motion carried.

Cindy Nairn, Chairman of HR Committee

Joint Human Resource and Building Committee Meeting
October 7, 2021, 8:00 a.m.

Members Present: Chairman Nairn, Porter, Chairman Berger, Canton, Mayor

The meeting was called to order.

Nairn reported that eight resumes for the part-time Zoning Inspector were reviewed/discussed. The committees decided on a group of three from the submitted resumes. Fiscal Officer will be setting up an interview schedule for the three candidates the week of Oct.11, 2021. There was discussion of possibly the Street Commissioner being utilized as a future part-time Zoning Inspector.

HR portion ended at 8:35 AM.

Cindy Nairn, Chairwoman HR

Joint Finance and Human Resource Committee Meeting
May 21, 2021 8:00 a.m.

Members Present: Chairman Nairn, Chairman Berger, Carroll, Porter,
Fiscal Officer Romanowski

Nairn called the meeting to order and requested it be recorded. The business to be discussed pertained to the tiered salary system for full-time employees. She relayed that Berger distributed an evaluation matrix. Berger explained that the matrix provided an example of a wage structure over a 25-year period. He added that the only variable in the matrix would be the cost-of-living adjustment (COLA), which would be decided by Council from year to year. With an acceptable performance evaluation, an employee would receive a performance increase. If there were also a COLA adjustment, the employee would receive it. If the employee was employed for a certain number of years, there would be a service bonus. Carroll said he liked the model. He asked the Fiscal Officer to apply the matrix to the current staffing to see how it would look from a budgetary standpoint since the Village currently did not have service bonuses. The committee agreed that it removed the ambiguity. Carroll asked the committee members how they felt about integrating longevity pay. Berger questioned the longevity raises in relation to the parameters of his matrix. Carroll supported making the longevity pay a bonus instead of incorporating it into the employee's hourly wage. Carroll addressed the situation where the longevity raises might cause an employee to exceed the pay range for their position. Porter explained this could be resolved with amending the Pay Range Ordinance when it is anticipated the employee's pay will exceed the band. Porter pointed out that if Council must weigh in on performance evaluations and COLA, it would be necessary for Council to go through all the employees to designate individual raises. Berger explained that the performance increase is fixed and this would not be necessary.

Carroll asked if the performance bonus could be replaced with the concept of a performance service bonus. Berger explained that there were three elements involved, performance, longevity, and COLA. They could be bundled, but in his experience, employees wanted to see the components separately. Berger added that the performance increase is 1%. The Fiscal Officer verified that the service bonus is just for the employee's time with the Village. Porter clarified that this would not include time an employee may have spent with another government agency. Berger and Carroll agreed that it was just for service to South Russell. Berger said there is a value to having continued service to the Village. However, from a business perspective, there is a benefit to having some turnover in the workforce. Carroll agreed with this, particularly with upper management. Berger explained that by adding a service bonus, it disincentivizes employees from looking at other job opportunities.

The committee discussed the COLA, and Berger pointed out that no one in the State received a 3% COLA. Carroll acknowledged the need to find a better definitive reason why the employees are given the raises they are given.

Porter questioned the need for a longevity bonus to retain employees in the Village and explained that employees tend to stay with the Village for a lengthy amount of time. He further

explained that this could be made up for through the COLA. Berger stated that regardless, it would still be between a 2.2% to 2.8% increase.

The Fiscal Officer asked if the bonuses were bonuses, or an amount added to the salary. Carroll stated there were two ways it could be done. It could be done through the hourly rate, which would impact the employee's pension. On the other hand, it could be a separate check on the anniversary date and would stay outside the pay.

The committee discussed performance evaluations, and Berger suggested that if a supervisor failed to complete the performance evaluations, the supervisor would receive a negative performance whereby no raise would be received. He further explained that part of the evaluation of the supervisors should be the scrutinizing of the evaluations provided by those supervisors. Carroll did not see this happening and relayed his own experience in the public sector. Berger maintained that a supervisor who only provided stellar evaluations should receive a negative performance evaluation for not accurately evaluating his/her employees.

Carroll asked how Berger envisioned implementing this system. Porter offered it would have to be done by ordinance and a change to the employee handbook. Carroll said he understood this but addressed the timing of when it would begin. The committee discussed whether the employees would receive the COLA at the beginning of the year, or if employees would receive all pay increases on their anniversary dates. Berger clarified that this would only be for implementation the first year. After the first year, all employees would be in the cycle. Carroll said he was unaware of any public agency that followed this model. Porter felt it penalized employees who were hired late in the year. Berger argued that it was putting them at an advantage. Berger added that by using anniversary dates, it would preclude last minute evaluations. Carroll suggested tying the performance and service increases to the anniversary date and the COLAs to the beginning of the first year. He added that the bonus should be one flat check that is received on the anniversary date.

Carroll discussed a flat longevity rate versus one based on a percentage of salary. Berger supported doing a flat longevity rate where it stood alone and was not attached to other elements of an employee's pay like wage, pension, and benefits. Carroll agreed. Berger offered that the performance numbers could be increased earlier in the career because there was growth in the job. He explained that he worked in a system where after ten years, the maximum an employee could get was an increase every other year. The assumption was the employee was not any more productive in year 11 than in year 10 and therefore no increase was received.

Berger added that none of the benefits were considered in his analysis, like the potential need to change the employees' health care contributions. Berger asked how much the health care costs had risen over the past years, and the Fiscal Officer explained that it had been under 3%. Carroll advised that this was phenomenal. Berger posed the question of what would happen if health care costs were to increase. Carroll suggested that it would be necessary to look at employee contributions but saw that as a separate issue. Options could be given to the employee to either contribute a certain amount, not get a raise, etc. Berger said this must be part of the wage discussion as a caveat.

Berger offered to make the discussed changes and apply them to actual employee salary numbers to see how finances would be affected. Carroll clarified the impact should be considered in terms of the service bonus and performance evaluation bonus. The Fiscal Officer stated that these were not being added to the employees' salaries, so it would not affect the Village as much.

Carroll referenced past years where employees received 0% raises. If this were to happen, he suggested that the employees would still be able to get the service bonus and performance increase. Berger stated in the business world, it would be communicated to the workforce that there was a salary freeze. It would be across the board and not arbitrary.

Nairn addressed the issue of the necessity for Department Heads to complete evaluations. She viewed this as the Department Heads not doing part of their job descriptions.

Nairn made a motion to adjourn at 8:57 a.m.

A handwritten signature in blue ink that reads "Cindy Nairn". The signature is fluid and cursive, with the first name "Cindy" written in a larger, more prominent script than the last name "Nairn".

Cindy Nairn, Chairwoman HR

Chris Berger, Chairman Finance

Prepared by Leslie Galicki

5.17.21

South Russell
Evaluation Matrix
Yr. Service

Example A

Dept Position
A 1

Job Classification:

Wage Rates:

Training: \$ 13.30
Starting: \$ 14.00
Full- Trained: \$ 19.82
Max : \$ 22.66

	Current Wage	Perform Eval	Perform Increase	Total Hr. Wage	Annual Hours	Annual Wage	COLA Adjust	Service Bonus	New Annual Wage	New Hourly Wage	Percentage of overall increase
1	\$ 13.30	Y	\$ -	\$ 13.30	2080	\$ 27,664.00	0.00%	\$ -	\$ 27,664.00	\$ 13.30	0.00%
1P	\$ 13.30	Y	\$ 0.70	\$ 14.00	2080	\$ 29,120.00	0.00%	\$ -	\$ 29,120.00	\$ 14.00	5.26%
2	\$ 14.00	Y	\$ 0.14	\$ 14.14	2080	\$ 29,411.20	1.30%	\$ -	\$ 29,789.76	\$ 14.32	2.30%
3	\$ 14.32	Y	\$ 0.14	\$ 14.47	2080	\$ 30,087.66	1.30%	\$ 100.00	\$ 30,570.00	\$ 14.70	2.62%
4	\$ 14.70	Y	\$ 0.15	\$ 14.84	2080	\$ 30,875.70	1.30%	\$ 100.00	\$ 31,366.84	\$ 15.08	2.61%
5	\$ 15.08	Y	\$ 0.15	\$ 15.23	2080	\$ 31,680.51	1.30%	\$ 100.00	\$ 32,181.90	\$ 15.47	2.60%
6	\$ 15.47	Y	\$ 0.15	\$ 15.63	2080	\$ 32,503.71	1.30%	\$ 200.00	\$ 33,115.56	\$ 15.92	2.90%
7	\$ 15.92	Y	\$ 0.16	\$ 16.08	2080	\$ 33,446.72	1.30%	\$ 200.00	\$ 34,069.26	\$ 16.38	2.88%
8	\$ 16.38	Y	\$ 0.16	\$ 16.54	2080	\$ 34,409.96	1.30%	\$ 200.00	\$ 35,044.76	\$ 16.85	2.86%
9	\$ 16.85	Y	\$ 0.17	\$ 17.02	2080	\$ 35,395.21	1.30%	\$ 250.00	\$ 36,092.54	\$ 17.35	2.99%
10	\$ 17.35	Y	\$ 0.17	\$ 17.53	2080	\$ 36,453.47	1.30%	\$ 250.00	\$ 37,163.61	\$ 17.87	2.97%
11	\$ 17.87	Y	\$ 0.18	\$ 18.05	2080	\$ 37,535.24	1.30%	\$ 250.00	\$ 38,259.14	\$ 18.39	2.95%
12	\$ 18.39	Y	\$ 0.18	\$ 18.58	2080	\$ 38,641.73	1.30%	\$ 300.00	\$ 39,429.69	\$ 18.96	3.06%
13	\$ 18.96	Y	\$ 0.19	\$ 19.15	2080	\$ 39,823.98	1.30%	\$ 300.00	\$ 40,626.33	\$ 19.53	3.03%
14	\$ 19.53	Y	\$ 0.20	\$ 19.73	2080	\$ 41,032.59	1.30%	\$ 300.00	\$ 41,850.30	\$ 20.12	3.01%
15	\$ 20.12	Y	\$ 0.20	\$ 20.32	2080	\$ 42,268.80	1.30%	\$ 350.00	\$ 43,152.23	\$ 20.75	3.11%
16	\$ 20.75	Y	\$ -	\$ 20.75	2080	\$ 43,152.23	1.30%	\$ 350.00	\$ 44,051.72	\$ 21.18	2.08%
17	\$ 21.18	Y	\$ -	\$ 21.18	2080	\$ 44,051.72	1.30%	\$ 350.00	\$ 44,962.70	\$ 21.62	2.07%
18	\$ 21.62	Y	\$ -	\$ 21.62	2080	\$ 44,962.70	1.30%	\$ 400.00	\$ 45,935.37	\$ 22.08	2.16%
19	\$ 22.08	Y	\$ -	\$ 22.08	2080	\$ 45,935.37	1.30%	\$ 400.00	\$ 46,919.89	\$ 22.56	2.14%
20	\$ 22.56	Y	\$ -	\$ 22.56	2080	\$ 46,919.89	1.30%	\$ 400.00	\$ 47,917.05	\$ 23.04	2.13%
21	\$ 23.04	Y	\$ -	\$ 23.04	2080	\$ 47,917.05	1.30%	\$ 450.00	\$ 48,977.01	\$ 23.55	2.21%
22	\$ 23.55	Y	\$ -	\$ 23.55	2080	\$ 48,977.01	1.30%	\$ 450.00	\$ 50,049.93	\$ 24.06	2.19%
23	\$ 24.06	Y	\$ -	\$ 24.06	2080	\$ 50,049.93	1.30%	\$ 450.00	\$ 51,136.63	\$ 24.58	2.17%
24	\$ 24.58	Y	\$ -	\$ 24.58	2080	\$ 51,136.63	1.30%	\$ 450.00	\$ 52,237.28	\$ 25.11	2.15%
25	\$ 25.11	Y	\$ -	\$ 25.11	2080	\$ 52,237.28	1.30%	\$ 500.00	\$ 53,402.05	\$ 25.67	2.23%

Special Joint Human Resource and Finance Committee Meeting
Friday, October 29, 2021, 8:30 a.m.

Members Present: Chairman Nairn, Chairman Carroll, Porter, Berger, Fiscal Officer Romanowski, Street Commissioner Alder

Visitors: Meghan Walsh, CVT

The meeting was called to order by Chairman Nairn. The Fiscal Officer read the roll.

Nairn continued the discussion of overtime. She stated that it was necessary to follow the rules of the Employee Handbook concerning overtime until such time that it was discussed and changed. The Fiscal Officer clarified that this would have to be done by ordinance since it was established by ordinance. The committee could reach a consensus, however, and perhaps present it to Council in November.

To recap, the Fiscal Officer explained that there was an issue with an employee who had off during the week and would not receive overtime as a result if he were to have come in on Saturday for Shredding Day. According to the handbook, overtime is based on the day for the Street Department but on the week for the other departments. There was also discussion about changing the handbook to make all callouts overtime. She stated that Council could allow any changes it wished to make to the overtime policy, but currently the handbook states that overtime is based on hours in a day in that department. Federal Law is hours worked in a week. There was discussion of making it hours worked in a week for all departments, but then specifying that callouts would be automatic overtime. Furthermore, Council also had the option to allow vacation and sick time to count towards it. The Fiscal Officer explained that hours in a week would make it easier to understand. She relayed that there was an incident where the employees worked four ten hour shifts and took Friday off, so they received overtime for the four days. Using hours in a week, they would have gotten their 40 hours, but there would not have been overtime. Porter asked how the Friday off was counted, and the Fiscal Officer replied it was taken as comp time, but they still had another half day remaining from the overtime received.

Berger asked the Street Commissioner to define a callout. The Street Commissioner said it would be a downed tree, flooding, snowplowing, salting, road hazard, etc. Berger concluded it would be an emergency issue, and Nairn added that it would be something that was not preplanned. He clarified that the issue was that the employee had not worked any hours for the week and would not get overtime as a result. Berger said that the employee was being penalized for taking vacation. Carroll and the Fiscal Officer clarified that it was a matter of Federal Law with the hours worked. Berger questioned that vacation time was not considered in hours worked. The Fiscal Officer stated no. Berger said his understanding was that the employee refused to come in because he would not be paid overtime, and he did not disagree with the employee's actions. Nairn stated that the vacation time was something he had already earned, and it belonged to him. Carroll pointed out that the expectations were documented in the Employee Handbook, which was signed by each employee. He was sorry the employee took it the way he did, but the handbook is clear. Carroll added, however, that if Council did not like the rule, the rule could be changed. The committees

had discussed compensating the emergency callouts, but preplanned events were a different discussion.

The Fiscal Officer thought it should be consistent and noted that in a similar situation, the Police would not receive overtime for coming in to fill in on a shift. They are based on a 40-hour week. The 40-hour week would simplify the matter and then Council could decide what would qualify as hours worked for overtime. Porter concurred but deferred to the Street Commissioner, who asked what would count as part of the 40-hour week. Porter offered that comp time, vacation time, and sick time would not count for it. It would allow the Street Commissioner to utilize ten-hour workdays for certain periods of time. Porter thought that the Police model would be the one to follow to equalize the system. He added that he liked the provision used by Chagrin Falls that Saturday callouts were time and a half. Carroll asked if all Saturday hours would be overtime regardless of the 40 hours worked rule. The committee discussed the use of vacation, sick time, and comp time towards the 40 hours worked. Carroll explained the issue from a labor management perspective.

The Fiscal Officer clarified that the handbook did not specify the policies according to department. Rather it states hours based on the day and the week, depending on department. The portion that specified by the day applies to the Street Department. The Police use a 40-hour week as does the Building Department. Carroll added that the changes with the Police and Building Department were done by ordinance; the ordinance would trump the Employee Handbook. Porter asked whether it was in writing that the Street Department is eight hours, and the Fiscal Officer explained that it is based on hours worked in a day, not hours paid, and it is by regularly scheduled hours. It does not specifically say Service Department.

Carroll suggested that HR take a closer look at the 40-hour work week to see how it would play out with the Police Department. He suggested the committee consider what would be counted as hours worked in terms of vacation, sick, and comp time. Carroll added that with certain scheduled events occurring on weekends, if the employees want overtime on the weekend, then they should plan to be at work all week. Lastly, Carroll suggested HR consider emergency callouts as overtime. From a Streets Committee standpoint, he would support this. The Fiscal Officer said that this should also apply to the Police. Porter said that the Chief's position is that the department is 24/7 on a routine basis and the police officers sign up for this and know that they can be called in at any time and it may or may not be overtime depending on the week. This is what they do when they put the uniform on. To be consistent and not cost the Village a ton of money, he did not support including vacation time for hours worked.

The Street Commissioner agreed that sick time should not be counted as hours in a week for overtime on a scheduled event but felt vacation and personal days should count. He added that with the overtime issue being discussed, the employee did not act with malice in not coming in for Shredding Day. He had to work on his camper, which was why he took the time off. The Street Commissioner has a system for offering the overtime shifts and callouts, and the shift was passed to the next employee on the list. Nairn said that she and the Street Commissioner had discussed the problem with the appearance of an employee trying to get something for nothing. She added that this was not necessarily the case, and she did not think there was a problem with it in the Village. Nairn said it did not look good that the employee did not work for the bulk of the week and then

expected overtime. The Street Commissioner said it was an oversight on his part and he should have gone to the next employee on the list.

Nairn addressed the topic of the data collection for the mechanic's time. The Street Commissioner had been collecting seasonal data. He said that with the culvert work over the summer, there had been no mechanic time. However, there had been problems with the backhoe which would require mechanical work soon. He added that the Police are not necessarily compensated for what they do, but what they may have to do. The mechanic position is like that. He should be compensated for the work he does and for what he might have to do.

Carroll examined the data for routine tasks versus mechanical tasks and found that about 10% of the employee's time was spent on actual mechanical work. Two ways to approach the issue would be to pay the employee the mechanic's rate when he was doing mechanic's work and otherwise pay him his current rate. The alternative would be to increase his salary by a certain amount with the mechanic job title. Carroll recognized that more mechanical work might be done in the winter rather than the summer, and it could be built into his hourly rate as being the individual who does the heavier mechanical work. Carroll further explained when determining the percentage, he took out the employee's time off so that it just reflected how his time was spent while at work. The Mayor had suggested a onetime bonus to compensate the employee for the mechanical work, but Carroll recommended determining a reasonable salary increase. The Street Commissioner stated he preferred the hourly rate be increased and not the per job increase to avoid accusations of generating mechanical work.

The committee compared the benefits of having an in-house mechanic versus sending work out. Cost savings, downtime, and the potential of liability were discussed.

Porter saw the value in compensating the employee and giving him the Mechanic 1 job title. Nairn asked if Mechanic 1 was an arbitrary title, or whether it was overseen by the State. Porter said it was a job description and pay range developed by the committee. Within the description was the expectation that the employee be Automotive Service Excellence (ASE) certified or to become ASE certified at the expense of the Village. Berger clarified that he would only be paid as such when he was acting as a mechanic. Carroll said no, he would be paid according to the job description. He would still be doing all the other jobs but would have additional responsibilities to justify that additional hourly rate. Berger asked what the rate was, and Porter said it was above the range for the laborer in the Street Department.

Berger viewed that the raise was based on mechanical work being done as well as availability. Carroll disagreed and said individuals are compensated for the job, not for them to be on call for the job.

The Fiscal Officer explained that some communities track mechanic work time and pay accordingly. Nairn addressed the issue of the other employees who do some mechanical work. The Street Commissioner said this is in their job descriptions. Carroll maintained that the rate of pay should be consistent with the job description. Berger asked the Street Commissioner to continue to track the mechanical work being done. Berger stated that at the next meeting the committee would determine the increase.

Carroll presented a spreadsheet that examined the three options for the tiered salary system for the committee. The committee was provided access to the spreadsheet to change variables and see the overall impact on employee compensation. Carroll proposed questions for the committee to consider in examining the system. For example, in the Police Department, the full-time patrolmen receive the same salary regardless of years with the Village. Should a service bonus or longevity be added? Why is there a difference between the Street Department personnel? There are some disparities. Should part-time employees get a service bonus for longevity? Should service bonus be every year regardless of raise? Finally, he asked if the Street Commissioner who has served in the position for two years should be at the maximum, why or why not? Positions should be worth a certain value and should be compensated accordingly. He also suggested the committee consider the cost of healthcare increases. In looking at the information, Carroll said the two biggest questions for Council would be what the raise would be for this year, and would Council want to add the performance increase based on evaluations and the service bonus based on longevity? The timing of raises was also discussed.

Because of a work commitment, Carroll left the meeting.

The Street Commissioner said that instead of having three employees making three different amounts, he thought the laborer/driver/operator should make the same amount of money. It could create dissention. Berger and the Street Commissioner discussed longevity and experience in terms of raises. The Fiscal Officer explained the dynamics of the pay of the Service Department personnel. At some point the two laborer employees would catch up to each other. Berger added that the increases of the most experienced employee should taper off so that the people behind should catch up. Porter said that the system is built for continuous increases because of the yearly raises. The only way to even things out would be to give the lower people higher raises and the higher people lower raises. Nairn asked why an employee would stay. Porter explained that even with a smaller percentage increase, the person with longevity would get more money. Berger and Nairn thought this would be a problem, and Berger thought his suggestion of using performance evaluations would counter this. Berger thought that Carroll's message was that having a performance evaluation-based compensation program was not doable in the public sector.

Porter suggested establishing the overall increase in Executive Session at the November 8th Council meeting. The committees can address the service bonus separately.

The Fiscal Officer provided the committees with the survey of administrative assistant staffing in area municipalities. The average per villages or municipalities comparable to the Village was three administrative staff members. She did not include tax administrators or utilities clerk. She stated that the Village was not overstaffed, and thought having a full-time assistant would be a benefit.

Due to work commitments, Porter left the meeting.

Nairn noted that the Fiscal Officer with the current situation was struggling to catch up. Her Administrative Assistant was allowed up to 166 hours per month, and Nairn asked if the committee would move forward with making the Administrative Assistant full-time. The Fiscal Officer added she had the work to support it. Berger said he made a recommendation at the last Finance Committee meeting to have the Fiscal Officer consider hiring a second part-time administrative assistant to give the Village more flexibility. It would add hours, but there would be a second

person to cross train. He was not sure making one administrative assistant full-time would accomplish all the goals. Berger suggested a second part-time position rather than one full-time. The Fiscal Officer clarified that Berger was recommending two part-timers so that the total hours would be over the 40 hours per week. Berger said yes. The second part-time person might start at the 18 to 20 hour a week range. This would be necessary to do cross-training and cover the Building Department because one administrative assistant cannot be in two places at one time and do both jobs. Berger also said that the committee had discussed getting more clerical assistance and reducing the dependence on the Solicitor as a way of paying for it. If the Fiscal Officer is to be the gate keeper for the Village legal issues, then she would need to off-load more work down the line and he thought having two part-time administrative people was a better solution than one full-time person.

Nairn asked if the Fiscal Officer agreed, and the Fiscal Officer said it was appealing to have more than 40 hours of help. She also considered the matter from the employee standpoint where an employee was kept under 40 hours and received no benefits. The Fiscal Officer stated that she had delegated the Cemetery and other work to her Administrative Assistant. The grants took up a lot of time for the Fiscal Officer because of their many moving parts. She reiterated that she did need more administrative help.

Nairn said this was the first she was hearing of this. The Fiscal Officer said that ultimately it was a decision of Council. She knew that there was enough work to have one full-time and a part-time assistant who could float. The Fiscal Officer noted that it was not fair to the Building Department Administrative Assistant who has concerns about coverage for the office when she is out. Berger reviewed staffing of the Building Department. Berger said this coverage should come from an administrative pool, which was why he was suggesting hiring a second part-time administrative assistant.

Nairn asked if the committee was complicating things even more for the Fiscal Officer by putting another part-time person in the mix. The Fiscal Officer reiterated that the work was there, but there was a question of fairness to the employee. She had enough work to delegate for one full-time and a part-time employee and understood the costs that come with full-time help. She pointed out that when the Police asked for another full-time officer, it was one and done. She had demonstrated to the committee that she needed help. Berger stated that while the police officer was an easy hiring process, it took the committee 18 months to get the Building Department position turned around to make it a full-time position. This was his compromise at the moment. The Fiscal Officer acknowledged that she was seeing the benefit of the additional hours that were recently approved. She was able to teach her Administrative Assistant the Cemetery procedures and delegate more work. She was willing to give the currently approved hours additional time to see if it was enough help. Berger said he was not averse to starting the process to hire a second part-time person. If other costs could be reduced, then this would be an appropriate way to handle it. The Fiscal Officer agreed that hiring another part-time person would not really cost the Village anything. She reiterated that she had enough work for her Administrative Assistant for full-time, but in addition to this, there was more work than that. The Fiscal Officer said that even with a full-time assistant, she was not sure she could catch up 100% and stay that way. From an administrative perspective, to get to where the department needed to be and to stay there and function in a proper fashion, it would

mean a part-time person in addition to making the Administrative Assistant full-time. She stressed that back-up training and cross-training were needed in addition to addressing the quantity of work. There was a lot of behind the scenes work that was done. Berger added that flexibility was also needed for coverage.

Nairn clarified that Berger was saying not to make the Administrative Assistant full-time, and Berger said not yet. The other members of the committee might feel differently. The Fiscal Officer explained that she misunderstood Berger's position from the last meeting and needed time to digest his proposal. She thought he was saying two part-timers to equal one full-time employee.

Berger reiterated that if costs would be added from an administrative standpoint, it was necessary to determine the source of the funds from other expenses. He had been focused on the Solicitor's bill and hoped to balance these two issues.

The Fiscal Officer advised that Finance Committee was scheduled to meet on Friday, November 5th and asked if it should be a joint meeting with HR Committee to discuss the overtime and prepare to amend the Employee Handbook at the November 8th Council meeting. The committee discussed having the joint meeting on Thursday, November 4th, at 6:00 p.m. to address the tiered salary system, overtime, and potential changes to the Employee Handbook.

Berger made a motion to adjourn, seconded by Nairn. Voice vote – ayes, all. Motion carried.

Chris Berger, Finance Committee Chairman

Cindy Nairn, HR Chairwoman

Prepared by Leslie Galicki

Special Joint Human Resource and Finance Committee Meeting
Friday, November 5, 2021, 7:00 a.m.

Members Present: Chairman Nairn, Chairman Carroll, Porter, Berger, Fiscal Officer Romanowski, Fiscal Auditor Lechman

The meeting was called to order by Chairman Nairn. The Fiscal Officer read the roll.

Nairn explained that the committees had been discussing an overtime issue which occurred in the Street Department. The committees realized that there was a discrepancy in the policy and not everyone was on the same page. The committees discussed overtime based on a 40-hour work week and raised the question of whether these hours would include sick, vacation, and/or comp time. The committees needed to make the policy consistent throughout the departments. This would necessitate a change to the Employee Handbook, which would require legislation.

Berger clarified that the committee was discussing overtime being after 40 hours of worked time in a seven-day period and hours over this would be compensated at time and a half. Nairn added worked time would involve being physically present. The Fiscal Officer explained that clarification was required because the handbook specifies that overtime is based on hours worked in a day, not hours paid. The first step would be to change the policy to 40-hours in a week. However, the Police schedules are such that the officers' have 80 hours in a two-week period due to the cycle of shifts. Berger suggested having a different policy for the Police Department than the rest of the Village. Carroll concurred.

Carroll stated that basing the overtime on a 40-hour week was fine with him for the rest of the Village. Porter and Nairn agreed that this would be for the Service, Building, and Administration departments. Porter summarized that the policy would be that the Police would be on an 80-hour, 14-day period.

Nairn questioned this system in terms of 10-hour workdays.

Berger asked about double time, and the Fiscal Officer clarified it was for holidays, but not for the Police. Berger asked how the holiday pay worked with callouts. The Fiscal Officer explained that first, the employee is paid for the holiday. If called in, the employee also gets double time. In essence, they get triple time. Porter added that it is also a four-hour minimum.

Porter questioned the definition of emergency callout, and the Fiscal Officer stated that emergency callout is specifically defined in the Employee Handbook as an unexpected event to include storm damage, snowplow, last minute shift coverage, etc. Due to the inconvenience of the callout, the minimum callout is four hours, but calculation of the overtime is based on the department. Carroll clarified that the event that prompted this discussion was prescheduled. Porter asked if "unexpectedly" should be deleted. Berger asked if the employees must show up for a callout. Porter indicated it was voluntary. Carroll stated that the job description includes the unexpected callout. He would keep the policy as written but would make the emergency callouts as overtime regardless of hours worked in a week. This would include calling an employee off vacation during a normal work week.

Berger questioned how this would be handled with the Police Department. The Fiscal Officer had spoken to the Chief about this and explained that if an employee were called in from vacation for coverage, they would be paid straight time as stated in the handbook. However, if other departments were getting overtime for unexpected callouts, then it should be the same for the Police Department. She further explained that the policy indicates that an emergency callout includes shift coverage. Carroll felt that shift coverage was different.

Berger stated that emergency non-scheduled callouts in the Service Department should be overtime. Porter asked how this would be applied to the Police. Carroll and the Fiscal Officer stated it would apply to emergency situations/crisis events, and not to fill a shift.

The committee agreed to remove the sentence in the Employee Handbook which states, “the calculation when overtime begins may vary depending upon the department.”

Berger asked who would define what a crisis event was, the Mayor, Police Chief, or Street Commissioner. Carroll thought there should be a framework with examples. Back filling a shift would not be a crisis. The Fiscal Officer suggested removing “shift coverage,” and the committee concurred. She added that this should be a Department Head decision. The committee agreed that a questionable emergency could be addressed by Council without penalizing the employee. Porter suggested including, “such as storm damage, snowplowing, or public disturbance, as determined by the effected Department Head.” Nairn and Carroll recommended the inclusion of verbiage pertaining to the public health and safety. Porter summarized that the Employee Handbook definition would read, “such as storm damage, snowplowing, or public disturbance, as determined by the effected Department Head to preserve the public health and safety.” The Fiscal Officer added that the next sentence in the policy would be changed to, “due to the inconvenience of last-minute callouts, the minimum callout time is four hours overtime.”

Berger addressed the topic of the time that would count towards the 40 hours worked in a week. Carroll felt that sick time should not count, but paid time off (PTO) and comp were another discussion. The Fiscal Officer advised that overtime is based on the Fair Labor Standards Act (FLSA) as a benefit. Porter considered the situation where an employee was on vacation for the week and then came in to work for an event. If PTO and comp were included in the 40 hours, the employee would get time and a half. Nairn questioned the impact this would have if all employees chose to take the week off to take advantage of this policy, and Berger said this would be for the Department Head to manage. Carroll pointed out that the Village only really had three situations to which this would apply, Fall Festival, Trash Day, and Shredding Day. Berger said it would cost the Village \$39 for overtime for one employee for three hours.

The committee agreed that comp time and PTO should be considered in the 40-hour work week. The committee discussed the verbiage to be changed and included in the Employee Handbook policy, to include that sick time shall not count towards hours worked. Porter suggested stating that comp time and vacation count towards hours worked, but sick time does not.

Nairn addressed the tiered salary schedule. The Fiscal Officer provided her sample version of the tiered salary schedule for all departments, which included department specific criteria. Carroll thought the example was good. He added that the Police Department also has a good model. Carroll noted the salary disparity between two of the Service Department personnel. The Fiscal

Officer explained that the one individual received a \$1.00 raise after probation and then in 2012 was given another raise of \$1.45 per hour for doing mechanic work. When the other individual came off probation, he received a \$.25 raise and had not received another raise since. When the most recent Service Department employee came off probation, he received a \$.68 raise per hour. There was no consistency. Carroll clarified that the employee doing the mechanical work had already been compensated for these responsibilities. The Fiscal Officer stated that this matter had been the subject of reoccurring conversations. Carroll explained that with the Police Department model, based on experience, an employee might start at a higher rate, but eventually when the employees have the same amount of experience with working in the Village, they should max out at the top rate with the Police Department. The Fiscal Officer indicated it was four to six years to reach the maximum rate, and Porter said the Pay Ordinance comes into play with this. Carroll stated that in the Service Department, there was inconsistency.

Berger articulated that Carroll was saying that the two components of salary would be a raise tied to performance or experience, and the other would be the cost of living. The Fiscal Officer stated this is true for the Police Department. She offered that in the Service Department, this could be based on years of experience or responsibilities, Council could design it however they felt best fit. Carroll offered that other than mechanical work, the Service Department employees were all doing the same job description. After a certain amount of time, they should be at the maximum pay ban for the laborer position.

The Fiscal Officer stated that over the years, she had heard complaints from the Service Department about the disparity in pay. She thought having a model which described how to get to the next pay ban would add clarity. The committee discussed the arbitrary way raises had been handled within the Village. Carroll provided the example of the summer help for whom Council designated a specific salary, but the Mayor and Department Head went against Council's wishes and paid him more. As a result, Council had to balance it by not giving the employee a raise. Porter concurred. Carroll thought this model would help prevent this. He explained that at some point in time the two non-mechanic laborers should be earning the same amount. Furthermore, the Street Commissioner, who started at a lower rate than his predecessor, should be earning what the former Street Commissioner did because this is the value of the position.

Porter asked if the system penalizes the long-term employee by capping what they can make. Carroll replied that this is the purpose of the service or longevity bonus. In the public sector, employees will max out within three to five years. The longevity or service bonus then starts at five years.

Regarding cost-of-living adjustments (COLA), last year, two employees received raises in addition to the COLA for coming off probation. Carroll saw these as two separate topics. The COLA is an annual amount the committee is discussing. The topic of coming off probation and/or maxing out of a ban is where the Village needs consistency. The Police Department is very consistent. The Fiscal Officer concurred and indicated that it is mapped out in such a way that everyone knows what the tiers are; it's in black and white. Carroll reiterated that the Service Department does not have this consistency. One employee has been with the Village for 14 years and the other almost 10 years and there is a \$5,000-\$6,000 difference between them. One employee does mechanical work and is compensated \$5,000 - \$6,000 more than the other employee. Berger indicated that the

employee had been with the Village five years longer, and Carroll asked if he was saying that any employee who has been on five years longer than another should earn \$5,000-\$6,000 more. Everyone would be earning something different. Carroll agreed that someone who had worked for the Village longer should earn more, and that was where the service bonus/longevity bonus applied.

Regarding the employee who does the mechanical work, Carroll reiterated that in 2012, Council compensated him for his additional mechanical ability and the experience he brought to the Village. He felt that the other two should be earning the same, excluding time in service. They would be at the maximum pay band and their time in service would be what differentiated the two employees. Berger addressed the COLA in terms of the model described by Carroll and Carroll explained the pay band gets the raise across the board. Nairn asked if the COLA is a given each year and was informed that for a number of years it was 0. Berger said he did not agree with the raise given the previous year because there was no justification for the percentage. He offered that it would be acceptable to use the statistics from the State Employment Relations Board.

Carroll addressed health care costs. The Village had seen minimal increases compared to the public sector for the last couple of years. This year was higher. He addressed the projected COLA, using the township average of 2.43%. If the Village absorbed the 15% healthcare increase for full-time employees, he asked if a 2.5% COLA be reasonable. He added that the part-time employees should not be punished because of the full-time employees. Carroll considered the different models and provided their potential cost to the Village. He added that his calculations did not include the increased cost of healthcare to the Village. Ultimately, he did not see the impact of his calculated raises to be substantial to the Village. He added that the employees are the number one asset and are more out in the community than Council is. Carroll indicated the committee could apply different percentage amounts to the equation, but it all comes down to the impact of the raise on overall Village budget and how the committee wished to justify it. Carroll concluded that a 2.5% to 3% raise would be reasonable based on statistical information.

The Fiscal Auditor added that the Village was not a private corporation and could not tie increases to performance. Employees have no ability to impact tax revenues. They do not get bonuses when things go well. Over the years, there had been steady increases and there had also been efforts to do merit-based increases. Generally, the raises were under 3%. With government work, typically there were no big jumps in salary. The expectation was generally to have a steady job with small steady increases and no bonuses but also no cuts.

Porter made a motion to go into Executive Session at 8:15 a.m., seconded by Nairn. Roll call – ayes, all. Motion carried.

The committee exited Executive Session at 8:45 a.m.

Nairn addressed the contract recommendation for the Solicitor. The Fiscal Officer referred to the three contract options provided by the Solicitor. The first was the same as it had been at \$225 per hour. The second option was \$1,600 for the first 10 hours a month, and then after this it would be \$225 per hour. The Fiscal Officer recommended this option. The last option would be \$10,000 per month with grants being outside of this amount. The committee agreed the second option was the best choice. The Fiscal Officer asked if the committee had prepared the decision tree it had discussed. Berger replied that this would be done over time. Berger offered that using the Fiscal

Officer as the gate keeper was a good idea and the committee should determine how to implement this.

The Fiscal Officer drafted and distributed an ordinance for blanket purchase orders. She explained that Ohio Revised Code (ORC) requires that on blanket purchase orders, there must be a dollar limit. She queried surrounding communities and found that \$25,000 was a good limit. The committee concurred.

Porter made a motion to adjourn at 8:49 a.m.

Chris Berger, Finance Committee Chairman

Cindy Nairn, HR Chairwoman

Prepared by Leslie Galicki

Joint Finance and Human Resource Committee Meeting
February 19, 2021 7:30 a.m.

Members Present: Chairman Nairn, Chairman Berger, Carroll, Porter,
Fiscal Officer Romanowski, Street Commissioner Alder

Visitor: Greg Heilman

Nairn advised the first item for discussion was a pay range for the new mechanic position that the committee had been discussing. If in agreement, a recommendation would be made to Council and an ordinance would be drafted for the new position with a pay range. The position would be advertised, interviews conducted, and a selection would be made. This would be done by the Mayor, Department Head, and HR Committee. The final candidate chosen by the interviewers would be approved by Council. At the January 15th Human Resource (HR) Committee meeting, it was suggested that a pay range for the position would be in the vicinity of \$25 to \$35 per hour. Nairn referred to the material forwarded from the Fiscal Officer and thanked her for her efforts. She noted that the mechanic position in Bainbridge is paid between \$28.20 and \$29.33 per hour. Russell Township pays \$27.58, Gates Mills ranges between \$25.81 and \$29.92, and Chagrin Falls ranges from \$25.02 to \$30.44. The committee's suggestion of \$25 to \$35 per hour was fairly close if not a little higher than the surrounding communities. She added that the material did not reflect longevity with the various cities and villages.

Nairn stated Porter created the final draft of the position description. Carroll noted the range, and asked Nairn how it was determined. He added that the Clemans Nelson assessment completed for the Village reflected a salary range for the position. Carroll asked if this range was in line. Carroll relayed that in his experience, the Village ended up paying the upper range, and noted that \$35 was higher than any of the other communities. Nairn acknowledged this. Porter stated the starting pay would be \$25 which was below some of the other communities. Carroll asked Porter if this was the starting pay that was being considered. Porter stated yes. Carroll asked what the current salary was of the potential applicant, and Porter recalled he was earning about \$23.00. The Fiscal Officer stated it was \$29.65 per hour. Carroll noted that at the start of the process, the Mayor had proposed a \$1,000 or \$1,500 raise or bonus. Porter thought it was \$1,000. Carroll said this would be a \$.40 raise. If the committees adhered to the Mayor's recommendation and built it into the pay range of the new mechanic position, the individual would be at \$30.13 per hour, which would be in the middle of the range and would be more than the other employees. Porter explained that with \$35 at the upper range for the position, it would allow for growth with certifications. Carroll asked if this was specified in the proposed draft. He did not want to make false promises to the applicant and he also did not want to get to the \$35 per hour quickly. Carroll and Porter supported starting the applicant at the \$30 range.

Carroll cautioned that he did not want to see the practice of raising the pay after a probationary period in this instance. He explained that the individual was already established and had certifications or some level of qualification. Therefore, Council was establishing this mechanic pay range whereby he would earn \$30.13 and be done with it unless he obtained additional certifications. Porter agreed.

The committee discussed the potential of having an individual apply who had additional certifications, and agreed it was not the intention of the Street Commissioner or Village to add staff to the Service Department. Carroll addressed whether the job would be advertised to the public or remain as an internal process. If it were to be kept as an internal hire, he did not want to bring in outside individuals with no intent to hire them. Carroll suggested gathering applications internally, conducting the interviews, identifying the candidate, and bumping him up to the identified rate. He did not want this to be a six-month process. Carroll emphasized that he did not want to be revisiting this issue in a year with a request for more money for the position.

The committee addressed professional development classes for the individual who fills the mechanic position. Carroll encouraged professional development for all Village employees.

Carroll emphasized that he did not want to be revisiting this issue in a year with a request for more money for the position. Carroll said he would like to see the Village have built-in steps and built-in longevity. Carroll addressed longevity pay to address disparities. He liked the process suggested by HR and thought it was a great first step. Porter said an internal candidate would be preferred, but depending on the results, it might be necessary to go outside the Village. In the past, looking internally for a candidate had been beneficial for the Village. He agreed that the candidate should not make less than they currently make and added that the potential internal candidate had been doing this work for years. Porter addressed the savings to the Village of being able to do the vehicle maintenance/repairs in-house.

Berger asked if there were anyone in the Street Department making more money than the internal applicant, and Porter said no. The Fiscal Officer concurred that the proposed candidate was the highest paid. Berger said there was a max rate on maintenance of \$31.42. He assumed a mechanic made more than a maintenance person. Porter agreed. Berger wanted to make sure that the committee had not trapped itself. Porter said that the proposed pay range is \$25 to \$35, and the pay range ordinance would have to be modified to include the position and set a pay range for it.

Berger asked what would happen if the internal candidate failed to apply, would the committee go outside for a candidate? Porter said they may. Carroll said the Village may not have to fill the position. Berger clarified that the position was optional not mandatory within the department. Porter said no – that it was in recognition that the Service Department did most of its maintenance and repair in-house along with Police Department and Building Department vehicles. In looking at the pay range ordinance, Porter pointed out that there were positions listed that the Village did not have filled. This could be another one. Berger asked if it were not filled internally, would the committee go through the exercise of doing an external search, or would it be left blank for the moment. Porter said he would wait to see the internal results first.

Nairn asked when the highest paid employee in the Street Department was hired. The Fiscal Officer answered 2007. Nairn asked if he was specifically hired because of his mechanical skills, and Porter said no. His mechanical skills were highly favorable to his candidacy compared to the other applicants. Nairn asked if there was an advertisement put out for a mechanic in 2007, and Porter said no, that it was for a maintenance worker. The Fiscal Officer

explained that at the time, the Village was looking for someone who had mechanical skills, but there was only one job description for that department. The point of hiring him was to do the mechanical work. Nairn said that she had read in the proposed job description that 55% of his workday should be spent on mechanical work only. She asked if at least 55% of the work week was spent doing mechanical work. Carroll said this was a question for the Street Commissioner. Carroll did not want to convey that the individual would only do mechanical work and no other tasks like cutting grass or other lesser tasks. The individual would be responsible for mechanical and everything else the Street Commissioner told him to do. Eventually, the Village would want to hire a mechanic to replace the individual at retirement instead of an individual without those qualifications.

Porter added that the internal candidate did a lot of stone and masonry work previously.

Nairn asked if there was a requirement to advertise the position even if the Village planned to hire from within. Carroll and the Fiscal Officer did not think so. The Fiscal Officer suggested posting the position internally in the event another worker also had skills. Carroll thought this was a better process than giving bonuses. He added that he was concerned about the high end of the scale and would like to see it well defined so that the Village did not have a mechanic making more than the Service Director. The Fiscal Officer advised that this was possible because of overtime pay.

Nairn clarified that with the new position, the individual could not refuse to weed whack anymore. Porter explained that it was a mechanic/laborer position. The committees reviewed the responsibilities and percentages listed on the job description. Berger suggested taking lawn maintenance out of the 55% section and that the Street Commissioner should track hours and activities through a daily activity log. At the end of a year, the committee should review the data to see if 1,100 hours were spent doing mechanical work. If not, the Village would have an awfully expensive grass cutter. Carroll offered that if there were only 600 hours of mechanical, would it be more costly to have a mechanic in-house rather than sending work out. The Fiscal Officer asked how the Village could then reverse the decision to have this position if it was found there was not 55% of mechanical work. She suggested that instead of putting it in place, the department should track the hours this year and then the position could be put in place after the information was analyzed. Carroll agreed this was a smarter way to go. Carroll said the one nice thing about the bonus was that it was a one-time event, where \$30 an hour would be forever and a day moving forward.

Porter thought this could be addressed in the Street Committee meeting.

Berger said it could all be put in place so that it was available. The employee could be offered a bonus and an explanation of how Council planned to address the new position in 2021 or 2022. Nairn asked if there had been any discussions or promises made. This had been a problem in the past and she was concerned. Carroll stated there had been no discussion or promises on the part of the Street Committee, nor from the Finance Committee. Nairn added there had not been from the HR Committee either. Carroll did not know about the Mayor, but thought this was a balanced approach.

Greg Heilman referred to the percentages and requirement to document daily activity and offered that the rates could vary. Berger said it would be an average over time over the course of a year. Heilman added that there could be a year that was rough on the equipment, and the next year there could be a new piece of equipment that required less maintenance. Berger noted that there were four snowplow trucks, two of which are ancient. Porter and Berger agreed that there was mechanical work being done and studying the quantities of work would provide a measurement to confirm.

Nairn referred to the fact that the individual was initially hired because of a specific mechanical skillset and asked why the issue of new job position had been raised at this time. Carroll said the Mayor brought it up last fall during salary considerations when he wanted to give the individual a \$1,000 bonus because he was doing mechanical work and in appreciation for the work he had done. This led to the conversation of why the Village was just giving a bonus in this instance, which led to the discussion of having a mechanic position. It was an effort to steer away from "buckshot". Carroll explained that over the past several years, the Village had gotten into the position where raises were being arbitrarily given. They needed to be based on something other than being liked, which was what was being done. This practice sets a bad precedent and had gotten sloppy over the last several years. The committee was trying to tighten it up. Berger added that as the individual had demonstrated abilities, more and more of the mechanical maintenance work had been kept in-house. This happened over time, and the Village now finds itself in the right position to recognize the skillset. Nairn clarified that the individual had saved the Village a lot of money, and Porter concurred. Berger said that although \$30 per hour sounded expensive, in comparison to what the Village would be charged by a dealership, it was a reasonable cost.

Nairn asked if there were other individuals in the Service Department who did mechanical work. Porter said it depended on how this was defined. Nairn concluded that the other employees were not saving the Village as much money as the potential applicant. Porter said this was correct. Nairn summarized that the Village would put this position in place, but first would track the various on the job activities for the rest of the year. Carroll said it could be reevaluated at the end of 2021 or early 2022.

Porter said that the recommendation from the committees would be to enact this mechanic/laborer job description as an amendment to the Employee Handbook. The Street Department and Street Committee would monitor and see how soon, if at all, the position should be filled. In the meantime, Porter would amend the job description as indicated by Berger and would circulate it. Carroll again expressed concern with the upper range amount.

Nairn addressed the creation of a tiered salary system for all Village employees. Nairn deferred to the Fiscal Officer to explain how it was done in the Police Department as a reference for a tiered salary system. The Fiscal Officer stated that with new hires, the Police Department has Patrolman 1st Class, 2nd Class, and 3rd Class which are based on years of experience and evaluation results. Council determines the pay ranges, and this system used by the Police was an internal process for them. For promotions, the Chief considers the person's current rate, the rate

to which the individual would be promoted, and half that difference. After their probationary period, they are evaluated and considered for receipt of the full amount for the position.

Carroll explained that Russell Township has a similar structure. He explained that it was a step increase based on the amount of time the officer had with the Village and/or experience. Increases are systematic over a period of time. Another option would be to consider a longevity option where longevity pay is provided. This is a percentage based on the amount of time in years. The Fiscal Officer explained that in the Police Department, at the end of the day, they are all police officers and basically their jobs are the same. At some point, they will make the same amount. In the Service Department, there are three different pays for three different employees who have three different skillset specialties. The Street Commissioner wanted to set something up to provide incentive and direction for promotion.

Nairn had not heard discussion of evaluations. With the Police Department, the evaluation period is six months, but this time had also been extended for officers when more growth was necessary. Carroll stated that in fairness to the employees, they should be told what they would start at and what they would go to at the end of six months. The Fiscal Officer disagreed and referred to the issue of incorporating yearly raises when the probationary period spanned two calendar years. Carroll said that the raise identified to the employee should include this, but the Fiscal Officer added that Council would have to change how it was worded. Carroll preferred building in the raise and changing the language. The Fiscal Officer asked why it was necessary to tell the employee what he/she would be making in six months, and Carroll said in fairness to the employee, they need to know what would happen after probation. He said it prevented an elected official, committee, or Department Head to say they wanted a specific person to go to a certain rate. Carroll stressed the importance of establishing the rate, and if there is a raise that is scheduled within the year, the rate would go up.

Nairn asked if someone were hired November 1st, would they get a raise eight weeks later when annual across the board raises are given. Porter said if they were full time, and he and Carroll explained this would be if it were an across the board raise. Carroll explained that if there is a starting rate and they are hired in November, as of January, for example, the employee automatically gets the agreed upon across the board increase.

Berger said it was complete insanity and explained that it was necessary to do a step scale where on the anniversary date the employee would move from "x to y" because the employee has remained a year longer and get rid of annual increases of 2% or 3%. It would be put on a schedule. Carroll said this schedule would change. If someone starts in November at \$28.00 per hour. When the next person is hired, the position may have gone up to \$28.50 because of the raise. The individual who starts two months later will get \$.50 more an hour than the person who started in November. Fiscal Officer interjected that the Village has ranges and not an exact dollar amount. If someone is hired at a specific amount and then receives the across the board raise, the next person who is hired after the first of the year will start where the first person started the year before. Berger added that there is flexibility with different skill sets. Carroll argued that then there is arbitrariness. Nairn agreed and said it is in the flexibility that things get messy. Berger asked what is not flexible about Council sitting in a meeting and saying, 'well we

haven't done any evaluations and we have no idea what anybody has done, but here is 3%. This is as arbitrary as it gets. Nairn agreed. Carroll did not think it was arbitrary if you are looking at the position. Carroll said it was a valid point that there may not be evaluations. He said he was ok with the range but felt it had been very arbitrary how raises had been done for the past four years. Raises had not been based on anything other than, 'I want more money,' and without justification, or, bluntly, the Mayor saying, 'I'm going to do this.' It has created animosity and consternation over the years. This practice was what the committee was trying to resolve. Whether it was a range or step process, Carroll wanted to see it become more definitive than arbitrary. Carroll explained that with past practices, employees felt like they had been wronged, and Nairn added that the result was resentment.

The committee discussed models of other municipalities. Berger asked if there was a maximum salary that the Village would pay for a given job and clarified for the next 20 years. Carroll explained that part of the Clemans Nelson study was having a range and as raises were given, the ranges must be increased. Carroll did not think there was a maximum because with the cost of living increases the ranges would be amended over time. Berger said that theoretically, the mechanic position could end up making \$100,000 per year, and Carroll replied that this could be the case at some point. Porter added that things change over time. Porter indicated that the Village's pay range ordinance states the maximum, and that it changes. Berger stated that it changes on the arbitrary 2% and 3% cost of living raises. Porter stated that this year, however, evaluations would be done.

The Fiscal Officer asked for clarification regarding a step system. She asked if the Village were to replace a Police Chief of 15 years and were to hire a new Chief with 15 years of experience, would the new Chief start at that 15 year pay or the experience within that community. Carroll explained that he assumed it would be both. Using the Street Commissioner as an example, he said the current Street Commissioner started at the low end and was then bumped up. He is not currently making what the former Street Commissioner was making, but, after a certain period of time he would be. Carroll thought three to five years was reasonable. Carroll had also seen it where a Fire Chief was replaced with a new Fire Chief and they had the exact same rate, or Police Chief or Service Director. There were different models. Carroll said that perhaps employees would start out in a range and then it would be stepped so there was flexibility. Regardless, Carroll felt the Village needed to establish a system in which the employees would know when they were hired. He relayed a past episode where pay was definitely discussed with a prospective employee in her interview and then it became an issue. The employee was told out of the gate what was going to happen, but then other things were stated outside of what Council had said and this created issues. The Village needed to get away from this because it created too much animosity and too many unknowns. Whatever the system was, it needed to be consistent regardless of who the employee was. Consistency is crucial.

Porter explained that in the military, service members had their rank and then there was their service. As they progressed up the ladder, they received more money because they had achieved a certain rank and had been in the military for a certain period of time. It also allowed in times of war to bring individuals in at higher rates of pay, but they would not get their years of service.

Berger said to bifurcate it and as a two-step process, position plus years of service. Carroll explained that this was similar to longevity. Carroll thought this was a fair way to do it as long as it was relatively consistent across departments. The Russell model was all over the place.

Carroll said he wanted consistency because of the morale issues that had been created over the last several years. Nairn added that it was a toxic work environment, and Carroll agreed. Porter asked them not to say that. Nairn said this was what happens. Berger stated he did not perceive that there was a toxic work environment. Nairn clarified that it could contribute to a toxic work environment. Berger said that it could, but the Village did not have one. Porter said this was a legal phrase that gives all sorts of problems to employers.

Carroll said perhaps the Village could have a hybrid model and look at the longevity. Berger said there would be three pieces to it, position, longevity and service, and annual adjustment. Berger would not refer to the adjustment as a raise but a recognition of a cost of living, not a raise for job performance. Carroll said he had a problem with evaluations being a part of this. He explained that with evaluations, there was the halo theory, and to tie evaluations to promotions and/or raises was problematic unless there was an HR department that weighed into it. Carroll thought evaluations were important and feedback to employees was good, but unless they were written and done objectively it was problematic.

Porter said another idea would be at the five-year employment anniversary with the Village, the employee could receive \$1,000. At 10 years, the employee would get \$2,000 and at 15 years, \$3,000, and 20 years, \$4,000. There would be nothing for 25 or 30 years. The Fiscal Officer asked if this was longevity, and Porter said yes. Porter said this would not be retroactive, but proactive. For example, an employee with 14 years would receive \$3,000 at 15 years of employment, not \$3,000 plus the \$2,000 and \$1,000 from previous anniversaries. Carroll said he would present it as a \$1,000 increase in salary versus a one-time bonus. Porter said he would call it a salary increase. The Fiscal Officer asked if would take the place of across the board raises. Carroll explained that the employees would receive their yearly 2%. The anniversary bonuses would be in addition to these raises. Essentially, it was a flat longevity increase and not based on a percentage of the salary. Berger stated that it would be necessary to figure out who to fire at four years and 11 months. Porter questioned the practice of the Village firing someone to save \$2,000. Carroll stated just cause would be needed and employees have the rights to their jobs. Porter added that the Village would now also be doing evaluations. Porter stated that former Mayors Brett and Young had a theory about compensation in the Village with which Porter agreed. It was that the Village did not want to be at the top end nor the bottom end, but in the middle so that good people can be recruited when needed and good people will stay.

Carroll suggested that moving forward, this would be something HR and Finance could work on to see what made the most sense. Carroll advised that the anniversary pay also had implications with pensions. Porter advised that this model was one he came up with and it could be adjusted, but felt it would give employees something to shoot for and reward long-time service.

Carroll suggested having another joint committee meeting in April, and Porter agreed. Nairn suggested that HR and Finance meet independently in March and then meet jointly in April. Carroll concurred.

Nairn acknowledged that a lot of good ideas were discussed by the committees and thanked Greg Heilman for coming and contributing.

Nairn adjourned the meeting at 8:44 a.m.

Cindy Nairn, Chairwoman HR

Chris Berger, Chairman Finance

Special Joint Human Resource and Streets Committee Meeting
Thursday, October 21, 2021, 8:00 a.m.

Members Present: Chairman Nairn, Porter, Chairman Carroll, Mayor, Fiscal Officer Romanowski, Street Commissioner Alder, Police Chief Rizzo, Solicitor Matheney

Visitors: Ruth Cavanagh, Greg Heilman

The meeting was called to order by Chairman Nairn and requested the meeting be audio recorder. Fiscal Officer took the roll.

Nairn addressed an overtime issue which occurred the previous week. She asked the Street Commissioner to explain the situation. The Street Commissioner asked either the Fiscal Officer or Solicitor to go over the applicable ordinance or law about the 40-hour work week compared to the 8-hour day. The Solicitor explained that in the section of the Employee Handbook that addresses overtime, the last sentence states, “overtime is based on hours worked in a day, not hours paid.” Her understanding was that the question was whether comp time could go towards the required 40 hours for overtime. She stated it could not. Holiday, vacation, sick time, comp time, and any paid time off would not count as actual hours worked for overtime purposes. The Street Commissioner verified that this had been in the handbook since 2017. The Fiscal Officer concurred. The Street Commissioner said this law had not been used until last Saturday. The Fiscal Officer stated it had been used. There had been an issue with it in the Police Department where an employee had been on vacation the first part of the week and could not get overtime. The Chief concurred that the employee received straight time for the additional comp shift. The Fiscal Officer explained that part of the problem was that payroll ends on the 15th of the month and the employee gets paid on the 15th. This means that payroll must be submitted three days ahead of time and is based on what the Department Heads supply her. This situation was blatant because she noted on the timesheets that the person was off the whole week and then came in Friday and was scheduled for Saturday and Sunday. She told the Street Commissioner ahead of time that the employee would be paid at straight time. This was where the issue began.

The Mayor stated that no one had lost a penny with this situation last weekend. The Fiscal Officer concurred, and Carroll added that this was because the employee did not work. Carroll verified that all employees sign off on the employee handbook and indicated the rules should be followed. If a rule needed to be changed, that was a different discussion. Carroll addressed the number of phone calls made to the Solicitor about this situation as it related to the discussion of excessive Solicitor charges. Carroll further stated that the Fiscal Officer is the HR person who advised appropriately when contacted. The Employee Handbook is clear, and the rule should be followed.

The Fiscal Officer added that the State Auditor is becoming more and more strict. They request and review / audit the Employee Handbook, payroll, and timesheets. It is an issue if the handbook is not being followed. Perhaps the situation had happened in the past without her

noticing, but this one she noticed and tried to alert the Street Commissioner to it. It is her job to be sure the Village is following the handbook.

The Mayor concluded that nobody lost a penny, but Council may want to take a look at the rule. The Mayor asked about holidays, and the Fiscal Officer explained that they are entirely different than overtime. They are paid regular time, and then double time if they work, in essence, triple time. The Mayor presented a scenario involving a callout after a holiday and a vacation day and asked what kind of pay the employee would receive. The Solicitor stated straight time. There was discussion regarding callouts and Carroll noted that the handbook indicates the employee would receive a minimum of four hours but did not say it was overtime. Porter stated if the employee were called out to snowplow, he would receive a minimum of four hours pay and if these hours pushed the employee over 40 hours for the week, then it would be overtime.

The Street Commissioner clarified that when there is a Federal holiday, the employees would be 8 hours short for the week. The Solicitor concurred that this is what the handbook states. She added that according to the Fair Labor Standards Act (FLSA), holiday, sick time, vacation, paid time off, and comp time did not count for the calculation of overtime. She reminded the committees that the employees were being paid for the holiday.

The overtime policies of other municipalities were discussed. The Fiscal Officer explained that policies differed, but the majority were based on time worked in a 40-hour week. She reiterated that the Village currently has it as hours worked not hours paid. The Street Commissioner asked when this changed. The Fiscal Officer stated that the Handbook was updated in 2017. Previously, it may have said overtime based on hours per day but clarified to hours “worked” in the 2017 update.

The Street Commissioner asked why this would have changed from an 8-hour day to a 40-hour week. The Fiscal Officer explained Council made the changes and adopted it. The Street Commissioner stated that he did some research and said that neither the County nor Ohio Department of Transportation (ODOT) follows this law. The Fiscal Officer did not know why the Street Commissioner seemed to be accusing her, when she is simply enforcing what is in the handbook.

Carroll acknowledged that Council should investigate the callout policy but added that he would not want people gaming the system. He added that it was not the Fiscal Officer’s fault for following the policy. He reiterated that his consternation with the matter concerned how the Solicitor was used and the resulting expense to the Village. The Fiscal Officer was just following the rules, the Solicitor advised her, and then people did not like the answers and started to call around to get the answer they wanted.

The Mayor returned to his holiday/vacation time scenario and the Solicitor reiterated that under the circumstances, the employee would receive regular time. She suggested vetting the policy in committee. The Mayor thought that previously when the Street Department employees were called in on a Saturday, they received time and a half. The Fiscal Officer surmised that they probably did. She explained that part of the problem was with the timing of the payroll. To accommodate this, the Department Heads submit a summary of the payroll to her. The timing

did not allow for an audit of each employee's time sheets. As far as what had occurred in the past, she knew the former Street Commissioner was a little more cognizant of the policy and bringing people off of vacation to work an event. As far as the policy, this was up to Council.

The Police Chief addressed the two issues of scheduled overtime/comp time for an event and emergency callouts. Carroll questioned the Street Commissioner about time involved with snowplow routes and felt Council should look at the emergency callout policy. The Fiscal Officer explained that callouts are for four (4) hours because it is an emergency. However, with a cemetery cremation burial on a Saturday, it would not be a four-hour callout because it was a scheduled event.

The Street Commissioner stated that he wanted anything out of the regular scheduled work week to be overtime. Anything outside of 7:00 a.m. to 3:30 p.m. should be overtime. Porter and Carroll agreed that there needed to be balance and agreed to discuss it in committee. Carroll felt a two-week pay period might help.

Ruth Cavanagh asked whether the employees must come in for an emergency callout. Nairn said that the employees choose whether they pick up the phone or not. The Street Commissioner said that this could happen but has not. A question of this situation came up during his research. The Village only has three Service Department employees. If one person did not answer the phone, hopefully the others would. What if two people did not answer the phone and there was a blizzard. Nairn concluded that the Village would want to avoid this situation. By the same token, rules needed to be followed. The Chief explained that when he calls someone in for last minute coverage or an emergency, he expects the employees and his officers to be available to address the emergency. The Fiscal Officer stated that listed in the Service Department employee job description was that they will demonstrate regular and predictable attendance and are required to report to work outside normal working hours. Nairn asked the Street Commissioner if his employees know this is a requirement, and the Street Commissioner concurred.

The Solicitor reminded the committees that the Village has an agreement with other municipalities and townships to step in for street coverage if there were an emergency. If none of the three Service Department employees answered their phones, the Village had this as an alternative. Nairn felt this would not go over well.

Cavanagh relayed a precedent that was set in the 1990's where an officer contested how her work hours were paid as the hours were spread over the two-week period, not the hours in a week. The officer sued and won. While this was not the same situation, it did confirm that the rules must be followed.

The Street Commissioner relayed that the communities he contacted had varying policies of what time was and was not included with overtime. The Village's policy would impact the Service Department employees drastically according to his calculations. They would lose between 15% and 40% of their overtime if they were to take a day off in a given week. He asked why an employee should be penalized if they take time off to attend a child's basketball game or recital. When they are called in to plow it would be straight time. Porter and Carroll agreed callouts were different. The Fiscal Officer stated that it was different when an employee took the week

off and then would come in on Saturday to get overtime. This was what caught her attention. The Street Commissioner said one day would not matter from four or five days.

The Mayor stated nobody lost any money. In the future, the Village was looking at somebody not being available when they were needed on an emergency basis. The Fiscal Officer differentiated between the emergency callouts and the scheduled events occurring outside of normal working hours.

The Street Commissioner stated that the employees make sacrifices throughout the entire winter. They do not plan to go to birthday parties or anything to do with their kids at school because they want to be available in case there is overtime. They do not plan to attend Christmas parties or events at night. They must refrain from drinking. They are making sacrifices and he believed they should be compensated for it.

Carroll acknowledged the Street Commissioner's position but pointed out that it was in the job description. The emergency callout is something the committee should consider, but the Village was not in the business of bankrolling overtime for the sake of overtime. He cautioned about cherry picking policy from the surrounding communities and said if the employees liked it that much better in Chagrin Falls, then they should go work in Chagrin. The employees in the Village have a pretty good working environment. The Street Commissioner said that the Village needed to take care of its people and should all be behind them 100%.

The Mayor asked the Fiscal Officer how much the Service Department employees would have been paid to work the Fall Festival. The Fiscal Officer explained that the work week is Sunday through Saturday. If an employee worked Sunday and then 40 hours the remainder of the week, then the hours put in on Sunday would have been overtime.

The Fiscal Officer indicated that Council could design the policy however they wanted, but it needed to be put into the Employee Handbook because the Village would be audited on this.

Nairn stated she believed the Village should follow the letter of the law but understood the Street Commissioner's point that this was time off the employee had in the bank and he was feeling penalized. The Chief stated that this was where Council would make a decision as to whether comp or vacation time would count for the overtime. It would not be necessary to change the callout procedure. Instead, a line could be added to state that callouts are eligible for overtime no matter what the previous week hours were.

Porter concluded that this would be discussed by the Street Committee and Nairn offered HR involvement.

Nairn addressed the possibility of changing the payroll cycle from bimonthly to biweekly. The Fiscal Officer explained the problems with bimonthly payroll. Biweekly payroll would provide for more accurate tracking of vacation time and sick time. She explained this had not been changed in the past because it is a big undertaking behind the scenes. Individuals who pay child support, deferred comp, or have other direct payments withdrawn from their accounts would have to get those things changed prior to making the payroll change. She would have to

investigate details of the process involved with changing. The committee considered issues with the transition process. It would be a lot of work to make this change.

Regarding health insurance, Nairn stated that the Village had enjoyed small increases for many consecutive years in the cost of the health insurance. The Fiscal Officer added that the Village had been charged between .04% to 5% increases on average since 2015. Nairn stated that this year the Village received a 15% increase. The broker attempted to negotiate this with Medical Mutual to no avail. The Fiscal Officer explained that when Obama Care went into effect, the Village was able to stay with the insurance it had because it was a good plan but not considered a Cadillac plan. By remaining with this plan, the increases were based on the health of the Village's employees. The low rates were the result of healthy employees. However, the Fiscal Officer was told that the increase was the result of the demographic of the Village's employees. The Village's rates are still based on the employees alone and not on the general public. It has proven good to be grandfathered. However, if the Village were to step away from the plan, it would lose this status. Porter did not think it would be wise to leave Medical Mutual. The Fiscal Officer proposed the idea of setting up a wellness plan to help make the employees healthier. Nairn asked if it would be beneficial for the Village to renew. Carroll expressed support for this. The Mayor stated it would mean \$32,000 more. Porter stated the committee's recommendation would be to stay with medical mutual despite the increase.

The Fiscal Officer's Administrative Assistant hours were on the agenda. Nairn said she had been clamoring for the Fiscal Officer to have extra help. The Fiscal Officer indicated this was the Mayor's agenda item. The Mayor said one year ago, the Village gave the Administrative Assistant a \$2 per hour, \$3,000 per year pay raise and went from 16 hours to 24 hours. The Fiscal Officer stated that currently 166 hours per month had been approved which was just under full-time. The Mayor stated there were 86 pages of minutes last month and they were not minutes but transcripts. The Fiscal Officer stated that minutes had been scaled back. However, more detail is provided with contentious issues. The Mayor asked if the transcription should be farmed out to a service. The Fiscal Officer said no. Although Council had approved 166 hours per month, the Administrative Assistant had not worked this much. She was currently working at least four days a week with the possibility of increasing to 4.5 days to get caught up. Nairn asked how many hours per month it would be for full-time. The Fiscal Officer said it would be 40 hours per week. Porter asked if the Fiscal Officer wanted full-time for the Administrative Assistant, and she said she did and had enough work. She understands there was a cost associated with it. Porter stated it was a significant cost. The Mayor stated that for the month of September, the Administrative Assistant worked 129 hours and now it is up to 166 hours which was quite a jump. The Mayor stated the amount of work the Fiscal Officer had was because of the way things went this past year. The Fiscal Officer relayed that it was the last couple of years. Often, it was because of the way things were being done, which resulted in her office cleaning up. The State requirements had also increased, and the grants create more work. The Fiscal Officer felt she was skimming by to meet deadlines and not doing thorough due diligence as she should. Nairn added there had been an increase of public records requests.

The Mayor stated that the budget process needed to be improved. The Fiscal Officer expressed the desire to have a more thorough Budget Work Session. She added that issues, like the overtime issue discussed in the current meeting, took a lot of time. The Fiscal Officer added that follow-up was another issue. The Mayor suggested surveying Villages with a \$4 million budget, and 13 full-time employees to see how they were staffed. Porter asked if this had not already been done, and the Fiscal Officer said it was another thing that was talked about but not addressed again. The Fiscal Officer explained that each municipality is different. For example, she is a Fiscal Officer because the Village is a statutory village. Most Fiscal Officers work for a township in an elected position where the salary is set by the State. The Fiscal Officer of Russell Township, for example, is elected and is paid according to the State, but has two full-time assistants. Charter villages have a Finance Director who may have a tax person and administrative staff. The Mayor suggested taking a couple of months to gather information to determine if the Village were over or understaffed. Nairn did not see where the Village was overstaffed with the Fiscal Officer constantly trying to catch up. The Chief added that the Police Department has also been inundated with public records requested, which can take considerable time to fulfill.

The committee discussed the criteria to research, and the Fiscal Officer offered to reach out to her clerk's group for input and would expect a quick turnaround with information.

The Mayor stated that Moreland Hills shares a fiscal officer from Westlake who comes in once a week. The Fiscal Officer pointed out that he has full-time staff. The Mayor suggested completing the study by February 1st. The Fiscal Officer offered she would have the information sooner. The Mayor would ask his mayor's group. Nairn asked why this was going out a third of a year, and Porter agreed a decision could be made sooner. The Fiscal Officer would have something prepared for the next joint Finance/HR Committee meeting.

Porter made a motion to adjourn at 9:06 a.m.

Cindy Nairn, HR Chairwoman

Michael Carroll, Street Committee Chairman

Special Joint Human Resource and Streets Committee Meeting
Friday, October 29, 2021, 7:30 a.m.

Members Present: Chairman Carroll, Chairman Nairn, Porter, Mayor Koons, Fiscal Officer Romanowski, Street Commissioner Alder, Engineer Haibach

Visitors: Meghan Walsh, CVT

The meeting was called to order by Chairman Carroll.

The Street Commissioner reported that the Road Program should start Wednesday. Carroll thought this was occurring late and asked if the grant delayed the process. The Street Commissioner concurred. The Mayor observed that there was a significant number of base repairs on East and West Bel Meadow. \$140,000 had been spent just preparing the road for paving, and the Mayor thought it should have been gutted and redone two years ago. The Engineer stated that it would have cost the same had this been done. Once 25% of the road has base repairs, it would be a wash between a recycling and base repair. If nothing had been done, it would have been a difficult situation. Carroll noted that being proactive with culvert replacements on the Bel Meadows was beneficial. The Mayor and Engineer relayed how happy the residents were.

The Engineer provided an update on the Lake Louise Bridge replacement. The footers had been poured for the east side of the bridge and this side of the bridge should be replaced and drivable in about two and a half weeks. The bridge replacement will be complete this year aside from grass restoration. The Engineer relayed that there had been a problem with minor vandalism on the site to include cones being thrown into the lake and the porta potties being tipped over. The police were asked to monitor this. The Engineer further relayed those efforts had increased to keep the residents informed of the progress of the project.

Carroll asked for the status of the Village Hall detention project. The Engineer said he would have a preliminary plan for Council to review by the next Council meeting. He met with the design group and said it would be rectangular and had gotten bigger with less of an embankment. The design group was trying to balance the excavation on site so there would not be so much dirt to remove. Nairn asked about the wetlands located in the area, and the Engineer said this would be considered in the orientation of the basin. He wanted to keep the basin rectangular for ease of maintenance and potential auxiliary use in the future. Porter asked for the status of permitting relative to the wetlands, and the Engineer did not know other than it was being addressed. Porter verified that digging could not begin until this was established. He asked the Engineer when there would be confirmation from the Army Corps of Engineers, but the Engineer did not know. Carroll asked if it would still be possible to go out to bid by the end of the year, and the Engineer concurred. Every effort would be made to avoid impacting wetlands to stay within the allowances of the general permit. Carroll verified that this project was the number one project identified by the Engineer for stormwater retention.

Carroll asked if the retention pond was addressed at the Kensington Green Homeowners' Association (HOA) meeting, and Porter said it was not. The Mayor said the meeting disintegrated. Porter said that the meeting was bogged down by issues that were unrelated to the detention pond.

Carroll asked if there would be screening of the detention pond near the houses in Kensington Green, and the Engineer said he had not planned to do this but could if the Village wished. He added that it was Village property. However, there were trees there and the whole area would not be cleared. Carroll reminded the committee that this project had been advertised to the community through the newsletter, was identified by the Engineer as the number one stormwater mitigation project, was presented to the Budget Commission, and addressed a safety issue with flooding of Chillicothe Road. Council wanted it addressed without delay. The Engineer recalled that there was pushback from Kensington Green over the previous suggestion of a cemetery in this location but felt that the importance of the project took priority over residents' concerns about their view. Carroll agreed and reiterated that the impact with stormwater was of greatest importance and the project should not be delayed.

Regarding Fox Trail, Carroll reached out to Chris Smith, the HOA President, who relayed that the contact to which the Mayor referred was superficial text messages. Carroll thought that having the completed detention pond South of Village Hall to use as an example would help the Fox Trail HOA with their considerations. The Engineer noted that this was private property and would require the HOAs consent. However, it should be something the Village remains open to consider. Carroll asked if this area were to be made available, would the Village want to seek a permanent easement to enable the Village to maintain it. The Engineer said yes that it would be a Village infrastructure improvement. Carroll reiterated that there had been no substantial discussion of the project with the HOA, and it was completely up to the HOA to allow it. Carroll suggested Council engage with the HOA next year.

Regarding Manor Brook, the Engineer said there would be a meeting at 11:00 a.m. that day with the Environmental Protection Agency (EPA) to discuss splitting the project and revising the scope. Carroll asked for the status of the easement, and Porter had not heard but would follow up. Carroll recalled when the project failed with Kensington Green, it was necessary to identify an additional area. He wondered if this would be required, and if so, would part of the project be done on the park property again. The Engineer did not think so. The committee discussed that if the EPA were to decline, it would be the end of the Manor Brook project. Carroll added that this would not necessarily be the case because the Village could just pay for the half of the project the grant would have covered. If it would have a positive impact, it could still be done. He would encourage Council to consider this. The Engineer advised that if the EPA money were to be withdrawn, it could be an easier project.

The Street Commissioner asked whose responsibility it was to maintain the Federated Church retention area. The Engineer said it would be the church's responsibility since the Village does not own it. However, if it were not being maintained, it would be in the Village's best interest to maintain it. The Street Commissioner said it needed to be cleaned. Carroll suggested contacting the church first and then perhaps Bainbridge Township. If nothing happened, then the committee could discuss it further.

The Engineer addressed the illicit discharge pipe in Lake Louise. The Geauga County Health Department was looking at it. In the meantime, the pipe needed to be redirected. The Street Commissioner contacted the boring company that would come in three weeks. The catch basins had been ordered as well. They would put in a two-by-two catch basin and the pipe would come

down Louise Dr. into the catch basin, take a left turn, and then go underneath the road. Carroll verified this would redirect it from the private pond. The Mayor had complained about the smell, but the Engineer detected nothing. He suspected the Mayor was smelling the porta potty being used during bridge construction. Carroll stated that there had been high levels of bacteria and whether or not the replacement of the septic system resolved the issue, he just wanted to ensure it was being addressed by the county.

The Street Commissioner reported that it was too wet to do road striping. It would occur once the rain stopped.

Regarding the overtime issue, Carroll noted that this had been discussed by Council. He felt that the emergency call-in should be an overtime situation regardless of hours worked. Carroll said that the Service Department was the only department where the overtime was based on an eight-hour day. The Police Department and Building Department were by the work week. He questioned whether there should be consistency across the departments.

The Fiscal Officer joined the meeting, and Carroll explained that the committee was discussing that any emergency call-in would qualify as overtime at time and a half, with a minimum of four hours. Any planned event would not be automatic overtime unless it went over the work week or workday. The Fiscal Officer reviewed the different pay policies per department to include the Police Department which is paid based on hours worked in the week. The Employee Handbook is based on hours worked in a day. Porter addressed the Federal Labor Standards Act (FLSA) and said it was hours worked in a day. If you go over eight hours in a day or 40 hours in a week, you are entitled to overtime. The Fiscal Officer clarified that FLSA is 40 hours in a week. She thought this made things clearer. She further explained that when the Service Department recently did four ten-hour days, they got overtime for the two hours every day. They did not work on Friday, which meant they only worked 40-hours in the week. They were given time and a half, which meant they got a day and a half off for working the four 10-hour days. It was a planned event. Had it been based on hours in a week, and they worked the four tens and took off Friday, then they would still have their 40 hours for the week, and it would not have cost the Village overtime.

The Street Commissioner said it was not planned. They went day by day on it and there was an opportunity to get more work done. Carroll stated that it was planned in the sense that the Street Department was trying to do culverts, so he would argue it was a planned event. The Street Commissioner stated that had it been prearranged it would have been four 10-hour days with no overtime. Carroll said this could not be done according to the handbook. If it were a 40-hour work week, the Street Commissioner could have done this, but the Street Department is based on an eight-hour day.

Carroll stated another issue is what is considered a work week. Some cities do not count comp time and sick time as part of the work week or hours worked. Some count vacation time. Using Trash Day as an example, if an employee worked Monday through Friday, and Trash Day is Saturday, he potentially can get overtime. If the employee were off sick or on comp time two of those days, he would not get overtime because he did not fulfill the 40 hours for the week. If someone had a vacation planned, he would not get overtime and that was just the way it was. If the employee does not plan vacation time or time off during that work week, then the employee could potentially get

the overtime. Carroll thought a work week would be easier to understand. The Fiscal Officer concurred and added that Council could then decide whether Saturdays or Sundays were automatically overtime, or whether vacation time could count as hours worked.

Nairn clarified the meaning of hours worked, and the Fiscal Officer explained that according to the FLSA, an employee is entitled to overtime for hours *worked* over the 40 hours.

Carroll felt that sick time and comp time should not count towards hours worked because it allowed for gaming the system. However, employees should not be penalized for being on vacation. There should be a balance. Carroll clarified that the decisions Council needed to make were whether it should be a 40-hour work week, and what would be counted as a workday, and how vacation, sick time, and comp time would count. The Fiscal Officer added that this should be for all departments and not just one. Carroll agreed. He added that Council should also consider that any emergency callout should be overtime and four hours. A burial would not be an emergency since it can be preplanned.

Carroll referred to the Street Commissioner's statement in a previous meeting about the sacrifices his employees make with missing birthday parties and events. Carroll offered that they are public servants. Police and Fire also miss events and it is part of the job as a public servant. The Fiscal Officer explained that the Police have floating holidays and are not paid double and triple time when they work on Thanksgiving and Christmas. They are staffed 24/7 and it is part of the job.

Carroll summarized that the discussion will be to consider the 40-hour work week, define what will count towards these hours, and make this policy consistent across all the departments as much as possible. Carroll added that emergency callouts should be overtime.

The committee discussed the system the police currently use, and the Fiscal Officer explained that it is a 40-hour work week, but they are on 12-hour shifts. Their sick, vacation, nor comp time count towards the work week.

The Street Commissioner stated that in March, he asked if there was such a thing as administrative time off for COVID quarantine. The Fiscal Officer stated that Council discussed this in January and decided that when employees must quarantine due to COVID, they were not actually sick but Council allowed the employees to use sick time so they could be paid for their time off. Documentation was required. Carroll added that the other COVID time ended at the end of 2020. Carroll concluded that there was no admin time for COVID exposure at this point in time.

Carroll made a motion to adjourn the Joint HR/Streets Committee meeting at 8:31 a.m., seconded by Nairn. Voice vote – ayes, all. Motion carried.

Michael Carroll, Street Committee Chairman

Cindy Nairn, HR Chairwoman

Special Joint Human Resource and Streets Committee Meeting
Friday, December 10, 2021, 7:30 a.m.

Members Present: Chairman Nairn, Chairman Carroll, Porter, Fiscal Officer Romanowski, Solicitor Matheney

The meeting was called to order by Chairman Nairn. The Fiscal Officer took the roll. Nairn advised the meeting concerned employee compensation and modification to the Employee Handbook. The meeting was being held as requested by the Street Committee Chairman Carroll. Carroll explained that the tiered salary system had been discussed in Finance Committee. There were some aspects of the system that could be approved at the December 13th Council meeting, but to finalize it would require further work after the first of the year. He reiterated the importance of establishing a formalized system to preclude what had gone on for the past six years, which had been random bonuses and pay increases.

Carroll addressed the overtime language the Solicitor had provided and said it was a good option. The Solicitor explained that there had been a question about callouts relating to overtime, specifically that a minimum four hours would be calculated at the overtime rate. The issue concerned it overlapping with regular work hours. Would the time that overlapped into the regular workday be paid at the overtime rate or as straight pay? She investigated the policies of other communities, and found that Chagrin Falls utilized “call-in pay,” which was based on a premium rate. Employees who were called in outside of their regularly scheduled hours shall be paid at the applicable premium rate, but not less than the equivalent of four hours pay at their straight time rate. She thought using the term “overtime” might result in administrative confusion. The committee discussed the potential problem with the four-hour minimum overlapping with regular work hours. The Fiscal Officer advised that the former Street Commissioner created a rule that if the callout ran into the regular shift or was directly after a shift, it would be overtime, but not a four-hour minimum. Carroll indicated that the Chief generally called for snowplowing before 4:00 a.m. so that the trucks were off the road by 7:00 a.m.

There was a question of justifying the four hours of overtime when an employee was called in at 6:00 a.m. Porter stated that the handbook said that the employee would get the four hours because of the inconvenience of being called in. He thought the policy needed to address the 2:00 a.m. policy as well as the 6:00 a.m. scenario. The Solicitor explained that her suggested verbiage was, “due to the inconvenience of the last-minute callout, the minimum callout time is four hours, which will be calculated at the overtime rate, provided, however, that if a callout occurs less than three hours immediately prior or after a regularly scheduled shift, then such callout time would be paid at the overtime rate for the actual amount of callout time.” Carroll questioned what window of time would be reasonable with regard to the proximity of the callout to the regular workday. Would it be two hours or three hours? The Fiscal Officer reiterated that the former Street Commissioner handled it by applying overtime pay for the time spent directly before or after a shift if it were less than four hours. Porter asked if this would create a situation where employees would choose to be unavailable in the Street and Police Departments. Carroll stated that availability was in their job descriptions.

Nairn questioned how long the four-hour minimum policy had been used, and the Fiscal Officer said it had been used for callouts for four years. Nairn asked if there were a distinction between the term call in and callout and cautioned that using different terminology for the same concept added to the confusion. The Solicitor explained that a callout was when an employee was called in to work unexpectedly.

The Solicitor raised the question of whether the callout hours counted towards the employee's 40- or 80-hour work week. Carroll said that if the employees were being called in, it should be premium time. If they were working over their normal hours, it was not premium time until they reached 40-hours worked. Porter did not think the committee should do this. The committee discussed various scenarios and agreed that if the employee worked 40-hours as defined in the Employee Handbook, then the employee would receive overtime for hours over 40. If they had not, they would not get overtime until over the 40-hours worked unless it was a callout.

Carroll raised the question again about how a callout would be addressed if it occurred at 6:00 a.m., one hour before the regular shift. Should the employee receive a four-hour minimum paid at the overtime rate? Nairn asked if the employee would be receiving one hour of overtime in this case, and Carroll explained that the employee would be receiving four hours of overtime. Nairn clarified that the employee would only be working 60 minutes until the start of the regular workday. The Fiscal Officer explained that the unwritten policy of the department had been that the employee would receive the overtime rate until the workday began. Carroll reiterated that the Chief usually called the Service Department by 4:00 a.m. to plow. The committees discussed what might be a reasonable cut-off for the four-hour minimum. Porter thought if the callout were within two hours of the regular shift, two hours of overtime would be received and not four. He did not think this situation happened often. Nairn was concerned that changing the policy might irritate the employees who then might not answer the phone if they would be earning less than they had. The Fiscal Officer explained that when the employees were called out during hours that were not attached to their shifts, they received the four-hour minimum and this would not change. Currently, when they are called out in the morning, they are only being paid overtime for the time before their shifts, whether it is one, two, or three hours. This was not the written policy, but the employees were accustomed to it. Porter added that what the previous Street Commissioner did was not in the Village's policy. Nairn felt it was necessary to be very specific with the policy the committee recommended.

Carroll questioned how often, historically, this scenario occurred and said that if it were negligible, the committee was unnecessarily concerning itself. The Solicitor suggested that the policy state that due to the inconvenience of a last-minute callout, the minimum callout time is four hours which will be calculated at the overtime rate provided, however, that if a callout occurs within two hours or less immediately prior to a regularly scheduled shift and such callout time will be paid at the overtime rate for the actual amount of callout time hours worked immediately prior to the shift. Porter concurred. The Solicitor stated she would make the change to the legislation and then submit it to the committee.

For Porter's benefit, Carroll explained he would provide the committees with information pertaining to the pay ranges and tiered salary system to discuss in Executive Session at the December 13, 2021 Council meeting. Porter left the meeting.

Carroll displayed material pertaining to the pay ranges on the monitors in Council chambers. He explained that the committees considered pay ranges for all the employees. Issues were identified. For example, Carroll stated that when Jeff Pausch was hired, he was paid more because of his mechanical abilities. As a result, the pay range for the position had to be adjusted. There had been discussion of creating a mechanics job description for the mechanic's rate, but this had not been done. Two of the laborers, Jeff Pausch and Rick Pausch, were in the same pay range, but Rick, who was about five years junior to Jeff, was paid less than Jeff because of the additional bump Jeff received with the mechanic's work. Carroll broke out the mechanic rate and created a pay range between \$20.80 and \$31.21 per hour. The laborer position would be from \$18.20 to \$28.16 per hour. Carroll explained how he arrived at these amounts by looking at the percentage of where the employees fall within their pay ranges. The Building Department Administrative Assistant and the newest Street Department employee were not included in the analysis since they were new employees. Carroll explained that with the proposed tiered system, the applicable committee would consider a prospective employee in terms of experience relating to the job description to determine the percentage within the pay range. After two years, the employee would go up in percentage of the pay range. Carroll clarified that the reason he specified that the increase would be in percentage of the range is because every year the employee would potentially receive a raise with a cost-of-living increase. The range would always be incrementally going up. On the employee's anniversary date and upon successful evaluation, the employee would be bumped up to another amount. The employee would max out in the pay range at 95% after five years. The service bonus would then begin at five years. Based on the proposed model, less than two years' experience of a new employee would result in 80% starting pay. Between two- and three-years' experience would be 85%. Three- and four-years' experience would be 90%, and once the employee had four or five years, he/she would be at 95%. The Village would not want to pay anyone the maximum of the pay range which would then result in having to adjust the pay ranges. Summarizing, Carroll explained that with the tiered system, the initial pay percentage was based on what experience the new employee brought to the job and then would increase incrementally from there.

Carroll recommended establishing a mechanic's pay range and adjusting the laborer's position, which was wide due to the inclusion of the mechanical abilities. The Fiscal Officer indicated that it was necessary to create the mechanic's job description.

Carroll discussed scenarios of determining applicable levels of experience in the hiring process based on the job descriptions and how these levels would translate to the percentages of the pay ranges. Progressing through the tiered system would be accomplished through successful evaluation by the Department Head and/or Mayor. However, Carroll suggested that before increasing an employee's salary based on a Department Head's evaluation, Council would have every right to look at the evaluation to ensure it was valid.

With the system, Carroll stressed the importance of considering the position and not the person in the position. If there were a problem with an employee, the employee should be counseled/mentored to allow for success. If the employee was not successful, this would be a management/leadership issue, not the issue of the position. The path of progression should be identified for the employee including which training would be required. Carroll stressed the need to be consistent and transparent with the employees. Nairn asked what potentially would stop

arbitrary bonuses and raises, and Carroll said nothing. The Fiscal Officer added however, that this proposed system was much better than what the Village currently had. The committee agreed that the system should be established by ordinance.

The Fiscal Officer verified that at the December 13th Council meeting, there would be a third reading of the overtime and service bonus ordinance. Carroll offered that he would have the pay ranges prepared for the meeting. The committee discussed whether this would be an amendment to the current pay range ordinance or an entirely new one. The Solicitor thought it should be a new one and questioned whether readings would be waived. Carroll thought the pay ranges had been adjusted to accommodate the raises, and to accommodate a mechanic's position, although there was no job position yet written. The Fiscal Officer pointed out that there was the range, but Pausch did not yet have the mechanic's job title and was outside the laborer's range. The committee discussed the previously developed mechanic's job description and agreed it needed work.

The committee addressed the possibility of passing the legislation at the December 13th meeting. The Fiscal Officer explained that regarding the pay range and job description issue with Pausch, he had already received the raise for the mechanic position. At this point, it would be giving him the job description which would put him in a different tier. The committee had worked on the job description for a year, and she was not sure Council would adopt it in one meeting. Carroll thought this was a fair assessment and suggested doing a first reading with the understanding that by the third reading, a mechanic's position or interim mechanic's position description would be established. Carroll indicated that currently, Pausch was making 10% more than the next most senior laborer, and the normal percentage in the Police Department between positions was 5%. Separating the mechanic's position would just make it fit better in the tiered system even though Pausch was already being paid for the position.

Carroll adjourned the HR/Street Committee meeting 8:20 a.m.

Michael Carroll, Street Committee Chairman

Cindy Nairn, HR Chairwoman