

**HR Committee Meeting  
April 6, 2023, 1:00 p.m. Village Hall**

Attendees :

Council

Ruth Cavanagh

Chris Berger

Jerry Canton

Mayor Bill Koons

Street Commissioner Tim Alder

Fiscal Officer Danielle Romanowski

Jim Budzik, Mansour Gavin

Meeting called to order at 1:05pm.

Discussion relating to Jeff Pausch, Mechanic pay status and unsigned contract at higher pay rate. Jim Budzik stated there was no problem, nor requirement, in Jeff's not signing employment contract. Discussion continued regarding ASE certification. A previous Council made Mechanic pay rate hinge on ASE certification within one year of hire. Berger requested Budzik to write a new job description, that would include wording similar to 'has level of proficiency related to necessary tasks expected of mechanic'. Further Discussion from Alder giving evidence of mechanic classes and vocational training completed by Jeff Pausch throughout the years. Alder stated Pausch has done everything needed on all vehicles used by every department, including rebuilding transmissions among other routine maintenance.

Question arose 'What if a police car 'failed' related to mechanic issues'? Budzik stated this was a non-issue due to ORC 2744.

Alder discussed Thad Blair's hiring wage higher than posted in May, 2020 due to previous experience and no learning curve, shouldn't Blair be paid more, following years? Budzik answered 'No', that now he follows the tiered salary agreement, according to years served.

Question from Alder, a 10-year employee will be earning what a 5-year employee earns in 2 more years, is there a wage remedy? Budzik answered 'No', that this was just a result of years passing and wage adjustments. Discussion followed about bonus/longevity pay for certain amount of years worked.

Question about when a Supervisor is gone on vacation, etc., does person left in charge receive higher pay? Discussion ensued, ending with Chris Berger stating the Mayor (or the Mayor's designee) is the go-to Administrative person if questions arise regarding job function. Mayor concurred. Budzik offered suggestion that an extra stipend could be offered to a Supervisor stand-in if Council decided such, say \$50-\$100.

Fiscal Officer distributed copies of Employee Handbook with revisions in red type. Berger and Cavanagh to review and bring to May 4th, 2023 HR meeting with ideas and suggestions.

Added to Employee Handbook will be a social media update.

Elected officials are not employees. Duties of the Mayor are statutory.

Discussion of FMLA and sick leave policies.

AEDs discussed, there is no AED in Building/Service Depts., Alder requests one. First aid classes were suggested and agreement followed, to be continued. Cavanagh to ask Police Chief where he obtained AEDs for SRPD.

Fiscal Officer stated the false unemployment claims are not yet resolved. S. Russell has not paid anything toward these claims. S. Russell awaits ODJFS resolving these claims not filed by our employees. Jim Budzik also wrote ODJFS in order to dismiss the claims. Emails were set up for Service Dept. employees, who are all signing in each morning. Meeting concluded at 2:43pm.

Respectfully submitted,  
Ruth Cavanagh