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**HR Minutes 11/2/23**

1 message

**Ruth Cavanagh** <rcavanagh@southrussell.com>

Thu, Nov 2, 2023 at 5:04 PM

To: Ruth Cavanagh <rcavanagh@southrussell.com>, Chris Berger <cberger@southrussell.com>, Danielle Romanowski <fiscalofficer@southrussell.com>, Administrative Assistant <adminassist@southrussell.com>, William Koons <mayor@southrussell.com>, ruthcavanagh10@gmail.com

Human Resources meeting called to order at 1:07pm, Thursday, November 2, 2023. Attendees were Councilmen Canton & Cavanagh, Fiscal Officer Romanowski, Jim Budzik of Mansour Gavin. Mayor Koons was out of town.

The continuing work of streamlining the Handbook is coming to its conclusion. FO Romanowski asked for description of actual holiday vs. observed holiday (Ex. January 1st vs. last Monday of May). These are now to be spelled out specifically in Handbook.

Discussion about renewing Service Dept driver's licenses. Decision to reimburse for the cost of renewing the 4 year CDL only, and not the regular driver's license. Begins 1/1/24.

Jim Budzik brought 5 sample employee evaluation forms for consideration, much discussion followed. Detail included verbal warning, which may be discarded from personnel records after 2 years, as opposed to more severe measures, depending on circumstances presented, for Dept. Heads.

Records Committee meets this month. There is a records retention schedule. This schedule is ours to determine, then gets approved by the state. SRV offers free shredding, currently.

Berger discussed necessity of Dept. Heads receiving updated info on counseling actions to employees. Example of how to do reviews/process. Berger & Budzik mentioned the ERC, the Employee Resource Council as a potential resource.

HR Committee to complete reading of final 6 pages of Handbook, by 11/8, then email FO Romanowski with suggestions, etc. Very briefly, goal to repeal the 2017 version of Handbook, replace with the updated version beginning 1/1/24. By so doing, future changes may be amended by Motion rather than by Ordinance.

Explanation of requirement for State Auditors to match legislation with actual working, current documents in Village use.

Jim Budzik took his leave.

FO Romanowski discussed that 100% of employees participated in getting their annual physicals. There will be a motion to continue the same before 12/31/2024.

Discussion about Village Safety Training Coordinator. Streets Alder designated as same. FO Romanowski is the Drug Free Coordinator.

Respectfully submitted,  
Ruth Cavanagh, HR chair.

**Human Resources Committee – FO Meeting Notes  
November 2, 2023, 1:00 p.m. Village Hall**

Present: R. Cavanagh, C. Berger, Fiscal Officer, Jim Budzik (Mansour Gavin)

Employee Handbook review.

Budzik said at the last meeting it was agreed that Service Dept./non-Police Dept. employees will receive double-time for working the actual holiday. If an actual holiday falls on a Saturday or Sunday, the employee will receive double-time pay if they get called in. If the holiday falls on a Saturday or Sunday, it will be observed on a Friday or Monday, but if they come in on Friday or Monday on the observed holiday, they will get time and a half. Berger said the rationale was that Christmas day is Christmas day. Budzik stated that with Police, if you work on Thanksgiving, Christmas, or New Year's Day, that day you will get 16 hours pay provided you work an 8- or 12-hour shift. FO asked for clarification and gave the example of Veterans Day which is on Saturday this year and will be observed on Friday. If there is a snowstorm and workers have to work both days, will they get time and a half on Friday and double time on Saturday? After much discussion, it was decided that verbiage would be added to the handbook to clarify holidays – MLK is the third Monday of January. Presidents Day is the third Monday of February. Memorial Day is the last Monday in May. Labor Day is the first Monday in September. Veterans Day is November 11 (fixed). Thanksgiving is fourth Thursday in November. List those descriptions and that any employee (non-PD) who works on the days listed will get double-time if they actually work. Keep language that talks about it might be observed for other purposes of the Village (for the purposes of being closed, etc.) For purposes of premium paid holidays, the employees will only get what is listed above.

Though there is no written policy, SRV practice is that SD employees get reimbursed the full amount for their driver's licenses because they have a CDL. Budzik said the standard is that most cities only pay the difference between a driver's license and a CDL. FO reported that an employee submitted receipt for 8-year CDL for reimbursement; it is \$38 more than an 8-year driver's license. Budzik said as a citizen, you have to have a DL. Police are not paid for their DL, yet they drive as a part of their job. Berger stated if you want a job in the Service Department, you need to have a CDL as a condition of employment. Why is the Village paying for something that is a condition of employment? What if the employee drives an asphalt truck on the weekend where he needs a CDL – other part-time employment? FO said this is an unwritten policy she was informed of when she started with the Village. Budzik said the Village needs a policy; this could be a State audit item. FO confirmed Budzik's comment and said the State Auditor was cross checking policies with payments. Berger said SRV could pass a resolution that as of January 1, 2024, CDL as required by certain positions of the Village are not reimbursable. Berger asked what the employees bring to the table; SRV provides clothing and shoe allowance, etc. The CDL is a condition of employment. Budzik said Fire Departments and Police Departments get stipends for different training that they are required to have (paramedic/range proficiency). FO asked if they would pay the difference between the regular license and CDL. Berger agreed to the difference between the standard license and CDL for the four-year license. This will be added to the handbook.

Budzik distributed short and long versions of sample evaluations as requested by the Mayor. It is necessary to teach reviewers how to fill out the chosen evaluation forms and understand the standard. There was discussion of the importance of documenting performance and having a paper trail in the file. Budzik concurred and said even a verbal warning should be documented. The Village must follow the RC-3 schedule for retention length. A reprimand may be in a file forever because it is discipline; the schedule specifies retention. Counseling can be given and is not disciplinary action. FO said personnel records are permanent. You can keep a file but have the retention schedule allow destruction after two years for minor counseling action; not for big things. Budzik said suspensions, demotions, discharge should be permanent. Reprimands should not be, and he recommended keeping them two years – however this would have to be changed on the retention schedule. FO said she will bring it to the Records Commission at their first meeting in 2024. If they agree on the change, it goes to the State of Ohio, which determines whether it is a reasonable length of time and whether the State wants the document or if the Village would be allowed to dispose of it. Permission is then granted and then that identifies how long a document must be kept.

Berger said instructions on counselling actions would be needed. Budzik said there is training available. FO said all Dept. Heads have done supervisor training with ERC and discipline was well defined, however she agrees a refresher would be beneficial. Berger said Dept. Heads need to be trained in how to do reviews and what levels of discipline are, counselling vs. discipline. Cavanagh asked if counselling is to avoid a lawsuit. Budzik replied that it was not, it was to correct a minor action – like uniform/appearance issue. Berger said instructions were given to the Chief to document verbal warnings. There needs to be verbal communication that is documented but not punitive. Counselling should be in a separate file for a couple of years, pending the Records Commission's and the State's approval.

The next version of the handbook will be the final draft prior to going to CCL. FO said the committee can introduce legislation on November 13<sup>th</sup> for three readings and adopt it on December 11<sup>th</sup>. FO needs to cross check the entire handbook to match legislation adopted since the last handbook approval to ensure everything is included. The new handbook would be adopted by ordinance and then there is legislation already on the books that any amendments to the handbook would be approved by a motion of Council. FO said she would make it a living document on the drive and share it with all employees. When the new handbook is adopted, employees will have to sign a new acknowledgement form for the record. When amendments to the handbook are made, employees will be notified there is an amendment. FO will keep a copy of all future motions to support update amendments to the handbook. Budzik clarified the pay schedule ordinance will still need to be approved yearly. The FO said she is in the process of revising the pay schedule ordinance for introduction at the next meeting.

Berger said on November 13<sup>th</sup> when legislation is introduced (effective date January 1, 2024), it will be explained how the changes will be made from ordinances to motions and get approval for that.

Budzik will get FO the changes by Monday, November 6<sup>th</sup>. (PD uniform allowance change and CDL, holiday date clarification).

There was a discussion about the sample evaluations. Berger said this topic should be added to the HR calendar for the first quarter of 2024 and set up training for evaluations.

Budzik exited the meeting.

Regarding the physical incentive plan, the discussion last year was that continuation of the program was dependent on participation last year. There was 100% participation. The committee will make a motion to continue with the physical incentive plan of \$250 for employees who get physicals done before December 2024.

FO reminded the committee that the Street Commissioner is the Safety Coordinator, and she does the reporting. For the Drug Free Safety Policy, she is the Village employee certified for that and is subject to an annual refresher where she in turn trains/updates the employees. Cavanagh asked what if marijuana law changes. FO replied that because it is still illegal federally, it is not allowed per SRV policy. Eventually, if it is federally approved, there is talk that saliva would be how the drug would be tested for. A positive test would subject the employee to counselling, etc. Berger - Is Drug Free Workplace coordinator in FO's job description? FO – yes. Berger – under Street Commissioner's job description it should include Village Safety Training Officer. Job descriptions are another item on the HR Committee list for 2024.

Meeting adjourned at 2:17 p.m.