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## HR Meeting minutes, 12/7/23

1 message

**Ruth Cavanagh** <ruthcavanagh10@gmail.com>

Thu, Dec 7, 2023 at 10:14 PM

To: William Koons &lt;mayor@southerussell.com&gt;, rcavanagh@southerussell.com, cberger@southerussell.com, fiscalofficer@southerussell.com, adminassist@southerussell.com, policechief@southerussell.com

The regular, scheduled HR meeting was called to order on 12/7/23 at 1:02 pm. Present were Councilmen Berger and Cavanagh, Police Chief Rizzo, Fiscal Officer Romanowski, Jim Budzik, and Mayor Koons (at 1:37pm).

Brief discussion of minor corrections to verbage in proposed Employee Handbook regarding

- 1- Clothing allowance Departments (p. 14).
- 2- Direct Deposit accounts (p. 16).
- 3- Callouts, clarified (p. 18).

Thorough discussion regarding social media policy. Chief Rizzo would like to continue to allow response, states feels positivity is 100%. There are stated limits on types of posts, what is allowed, what may be removed (6 reasons, including obscene, violence, defamation and other).

Social media pages are monitored by Chief Rizzo. SRV to add a category to the Records Retention policy related to deleting old or obsolete posts. Discussion regarding 2 years and/or job postings & other no longer relevant or needed.

FO discussed changing 2020 Ethics section to 2023 Ethics, as update, after discussion with Solicitor.

Jim Budzik discussed adopting evaluation sheets after sharing 5 examples.

FO discussed that the State has acknowledged investigating the alleged fraudulent workmens comp filings from non-employees. 3 years running.

FO asked for motion on 12/11/23 to apply new OT policy retroactively to 5/1/23.

Chief Rizzo discussed ongoing IT security issues. ADP costs double when applied to PD. To be continued, investigate other options, tbd.

Berger discussed that various residents have questioned why 3 SRV positions went without opposition this past election. Related to low pay? Berger would like to open this discussion as far as attracting talented people to participate in Village affairs.

HR meeting adjourned at 2:10pm.

Respectfully submitted,  
Ruth Cavanagh

**HR Committee Meeting Notes**  
**Thursday, December 8, 2023, 1:00 p.m.**

Present: Chairman Cavanagh, Council member Berger, Mayor (1:45 p.m.), Fiscal Officer Romanowski, Police Chief Rizzo, Jim Budzik (Mansour Gavin)

FO distributed Employee Handbook with corrections.

P.14 – uniforms – formerly omitted Administration from purchase of shirts with logos for employees. FO replaced specified departments with “employees” in general. CB – include who makes the decision to purchase the shirts – Department Head.

P. 16 – direct deposit – FO – it was bold and underlined? JB – just underlined to indicate it was new – remove for final copy. CB – “all compensation shall be paid by Direct Deposit.” What if the employee does not have a bank account – can the Village not hire them? JB – if employee does not list a financial institution, the Village will list it for them. CB – Village policy is that if employee does not have a bank account, the Village will create an account at Huntington (or default banking institution). JB – “in the event one is not created upon hire, the employer shall notify the employee at which financial institution it shall be deposited at.” Cavanagh – who opens the account? FO – Paychex may do debit cards and pay can be posted to it. CB – instead of putting this in the handbook, put it on the Direct Deposit authorization form. The verbiage in the bank can stay.

P. 17 – FO - Pay Period and Work Schedule – end of second paragraph – changed to “pay periods are semi-monthly, the 15<sup>th</sup> and the last day of the month.” It formerly referenced physical checks and it is now all electronic.

Discussion of the necessity to submit payroll three days in advance – what if employee leaves? FO – there is sick time, comp time, etc. from which it can be deducted. Berger – in business world there is a week hold back. FO – this has been discussed.

P. 18 – last paragraph – callouts – when previously discussed, all callouts no matter if they have 40 hours in, bereavement, sick, etc. will be overtime. And it is a four-hour minimum unless it abuts the shift. FO changed the wording in the third line of the last paragraph to read, “for non-exempt employees, callout hours worked are to be paid at the overtime rate...”

JB – following page discusses that an employee can be held to work for full four hours of callout, even if callout lasts an hour, for example.

RC – Social Media Policy – Auburn TWP – post on FB but no responses are allowed – just informational. She is good with this. Chief – social media interaction with the Village is 100% positive. Will it make the Village look less transparent to not allow people to engage on FB? CB – if there is negative commentary by employee or elected official, are they speaking on behalf of the Village or speaking individually? FO – handbook says they can’t. CB – can former employee make negative comments on FB – yes and it will negatively impact the Village. Is this ok? FO – would you want to shut off public comment in the middle of a controversy or shut it off beforehand? JB – former employees can blast Village all they want and there is no recourse.

Previous discussion pertained to current employees and the potential for recourse for negative postings. They cannot discuss internal matters. Chief – does this pertain to personal social media? There should be a stipulation that the public employee should not be posting Village matters on a personal page because it reflects poorly upon the Village. FO – this is what is in the handbook. RC – she would turn off the ability for the public to respond. Discussion – whether policy applies to postings of elected officials. FO – they are subject to the policy.

FO – the Solicitor thought FB posts should only be information and not allow public response. Chief – it is possible to turn off public comment on both Village Hall and Police FB pages. CB – there is no problem now, and they can opt to leave it open until there is a problem and then change the policy.

CB – looking at Westlake’s Social Media Policy – 2. Employees are not authorized to speak or comment on behalf of the city on non-city social media accounts or when commenting on city accounts from their personal accounts, they must clearly indicate any opinions are their own and they are not speaking on behalf of the city. JB – this is in SRV policy. CB – if elected official steps out – they can be censured, or Council can determine punishment. Chief – for employees it is conduct unbecoming. JB – administration has authority to address this. CB -as long as the guidelines are in place, then leave it the way it is and monitor it. RC – who does the monitoring? Chief - monitors and manages both pages and in 10 years there have not been issues. JB – Chief does not monitor individual officers’ FB accounts.

RC – Solicitor’s concern is where people have sued for having their comments removed or squashed. CB cannot censure comments selectively, which is what happened in the case of litigation. All on or all off. RC – if Village uses Westlake’s guidelines, Village employees and Council are covered and the recourse would be up to Council.

Chief – two discussion items – guidelines for limiting public comment and people posting negative comments. Are both items addressed in the Westlake policy? FO – do changes need to be made to Village’s Social Media Policy with regard to Westlake’s policy? JB – they can add to it if they like aspects of it, but the Village’s already contains aspects of it. CB – need to clarify that the FB pages for the Village are monitored by the Police Department and they are officially charged with this duty. Any policy issues relating to the Social Media Policy should be directed to the HR Committee and then to Council. Chief – third party content? Can this be incorporated? JB – yes. (authority to take down negative content).

Chief – retention period on social media posts? Identify how long to keep posts and then delete. A category would have to be added to the Records Retention policy. Two years? FO – it depends on the content but most posts are informational and fall into the category of ‘until no longer administratively necessary.’ Chief will make the recommendation to the Records Commission in May 2024.

CB – is Social Media Policy part of the handbook or a Codified Ordinance? JB – policies normally are not Codified Ordinance. CB – it is part of handbook that can be changed by motion.

FO – 2023 Ethics document will be included. She will provide a coversheet and clean copy for Council packets.

RC – evaluation sheets – to be continued. JB – liked Brunswick’s – very straight forward. Committee concurred.

FO – Village finally got notice from the state not to pay the fraudulent unemployment claims.

FO – motion on the agenda for Monday night to retroactively approve overtime to May 1, 2023, in accordance with the new overtime policy effective January 2024. Applicable to all employees.

Chief – ADP – attended a meeting and it seemed like a bait and switch – they were pushing that the PD should be on the same network. They were pushing the fiber network and came in with a proposal for \$85,000 when the original quote was in the \$40,000 range. FO looked into it and found that they went back to the original proposal with the PD, but Village had taken PD out. Chief- they were pushing for PD to be included, but PD is already covered and has its own IT. He was uncomfortable and made some calls to other ADP participating municipalities that are having issues with ADP. Chief thought it would be a good idea to double check and seek other opinions. He and FO spoke to two other IT companies and are waiting on proposals.

CB – as chair of Finance, he suggested calling the county. In January they should have another meeting with County Auditor and Frank Antenucci to explain how price doubled and what the problems are. FO - Have them come to the first Finance Committee meeting in January? CB – there is a joint Finance and Streets Committee planned for 7:30 a.m. January 19<sup>th</sup>. Finance Committee will be 9:00 a.m. The matter should be presented to Council 12-11-2023. Chief – Chester Twp. and Auburn have had issues with ADP. Things are so tightly locked down that they cannot do anything without calling for help. The other companies interviewed felt this was not how it was supposed to operate. They need to be able to do their jobs without calling in to get a service ticket to help them get on various sites.

Meeting was adjourned.