



Administrative Assistant &lt;adminassist@southrussell.com&gt;

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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@southrussell.com&gt;, rcavanagh@southrussell.com, cberger@southrussell.com, fiscalofficer@southrussell.com, adminassist@southrussell.com, policechief@southrussell.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



Administrative Assistant &lt;adminassist@southrussell.com&gt;

## 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.



Administrative Assistant &lt;adminassist@southrussell.com&gt;

**Fwd: HR Minutes 10/12/23**

1 message

**Danielle Romanowski** <fiscalofficer@southrussell.com>  
To: Administrative Assistant <adminassist@southrussell.com>

Tue, Oct 24, 2023 at 9:14 AM

----- Forwarded message -----

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

Date: Mon, Oct 23, 2023 at 4:09 PM

Subject: HR Minutes 10/12/23

To: William Koons &lt;mayor@southrussell.com&gt;, Chris Berger &lt;cberger@southrussell.com&gt;, Danielle Romanowski &lt;fiscalofficer@southrussell.com&gt;, Ruth Cavanagh &lt;rcavanagh@southrussell.com&gt;, Michael Rizzo &lt;policechief@southrussell.com&gt;, Street Commissioner &lt;streets@southrussell.com&gt;

Regular meeting of Human Resources Cmte held 10/12/23, at 1pm.

Attending were Mayor Koons, Councilmen Berger & Cavanagh, Fiscal Romanowski, Police Chief Rizzo, and Jim Budzik of Mansour Gavin.

Chief Rizzo discussed the proposed Gurney SSO position. Differs from CFHS & MS SRO in that it is more about safeguarding the younger children, and the Gurney building. There will need to be certification on the part of the SSO, within one year, available in Columbus. If the SRO doesn't work out in that position, the individual will become part of regular police force. If the SRO is ill, etc., another Officer would substitute.

The subject of description arose, Jim Budzik recommended stating Expectations and Restrictions, job description is listed as part of an ordinance, not listing. Berger stated 'as assigned' comparing to Marines. All Marines are Riflemen, cooks in the Marines are Riflemen. Process would conclude with Council signing off on the MOU, effective January 1, 2024.

Chief Rizzo requested raising the clothing allowance for officers, to \$1,500 new, FT. FT officers will receive increase from \$800 - 1,200. For PT officers, there will be sliding scale increases of \$100, depending on hours worked.

Generalized discussion about Social Media policy. No complaining, denigrating the Village, Departments, Individuals at all.

Discussion about possibility for Health Insurance for Council members. The renewal is due 12/1/23 for 2024, with a 7.7% increase. This would increase premiums by \$25K. Still in discussion phase, but must be enacted before 12/20/23 (election filing date).

Request for Fiscal Officer to printout what raises would look like if between 2.5-3.5%.

Respectfully submitted,

Ruth Cavanagh, Chair

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Danielle Romanowski, CPM, CPFA, MMC, CPIM  
Village of South Russell  
5205 Chillicothe Road  
South Russell, OH 44022  
440-557-5533

**HR Committee Meeting – FO Notes**  
**October 12, 1:00 p.m.**

Chief Rizzo – School Safety Officer (SSO) proposal provided to Committee – MOU and Job Description. SRO position visits all campuses and involves interaction with students (counseling) with HS and MS. SSO is for the safety and security of the building, staff, and students. Patrol perimeter and make safety recommendations. The benefit is that Village will have the officer during the summers as a supplement to PD staff.

There was a discussion about the proposed job description stating it was a “contractual” position and what happens at the end of three years if the school district discontinues the program. The SSO position is required to take one SRO course within one year. Budzik stated it would be a 3-year commitment (not contract) and recommended not creating a new job description but rather that SSO is an assignment and specify what is required of the assignment. There was also discussion about vacation days being restricted by the school calendar.

FO pointed out there needs to be an understanding up front that if the program is discontinued, what happens with the additional officer. Berger said in three years, the extra position could be absorbed through attrition, or the part-time officers get less hours until the department returns to the normal staffing of 10 officers.

There will still be an MOU with the school. A specific officer would not be identified and potentially any officer could fill the position in the event the regular officer was not available. The Chief said this provides flexibility and allows the candidate to first be educated about how the department operates before becoming an SSO. The plan is after the School Board approves the MOU, the committee goes back to Council for the ability to hire another police officer, an 11<sup>th</sup> position, which is reimbursable up to 70%. The Chief will assign the officer from within and then hire a new officer. FO asked if they would want multiple officers to take the SRO training for flexibility and backup. The Chief said the training is free, and all officers have the same training; this could offer flexibility. The Chief said to make this effective January 1<sup>st</sup>. MOU has been given to the School District. Changes will be reviewed by the Solicitor.

Cavanagh said she discussed a topic with the Mayor and wanted to make HR aware. One SD employee had a knee replacement and will be out until January 15<sup>th</sup>. Another employee of the department has shoulder surgery upcoming and will not be able to plow. She said the SD guys want the recently resigned PD employee, who has a CDL, to drive. They know him, they like him and can work with him. She is bringing it up solely because she wants her conscience clear on this but doubts it would pass in Council. She said there is no one to cover except if they borrow from other townships and villages. FO explained it is a different retirement system, not OP&F.

There was discussion about making a bump in uniform allowance starting in January from \$800 to \$1,200 per officer. This would include a new cover vest for comfort issues, but not a SWAT type vest. Uniform allowance is based on time worked for part-timers. He increased the maximum for part-time to \$100.

Budzik provided and reviewed the revisions from the last meeting. Overtime – added Personal Days to what is counted. (P. 13). Sick and funeral leave will not count as time worked. Vacation, jury duty, paid holidays, or personal days will be included as time worked. A floating holiday is a personal day or holiday and is included towards time worked.

2<sup>nd</sup> Comp time issues addressed -re: selling and buying comp time. Budzik said he took the last sentence out and said, “employees may request to be paid out in cash accrued comp time one time per month”. The Village has the option to pay out accrued comp time once a year. Some entities choose to do this because it will be worth more the following year. FO explained that comp time is capped – no more than 80 hours. Budzik

included this. Over 80 is automatically paid as overtime. Budzik kept the language that in the accounting of the accumulated comp time, each department should provide it to the FO every payroll. That would give the FO the ability to do this one time a month. Budzik explained the previous discussion about the ambiguity of some of the phrasing about paying the comp time out as time and a half.

Discussion about three holidays (Christmas, New Years, Thanksgiving) being double time for Police too. FO clarified that Service gets double time on actual holidays. Budzik clarified they get double-time on any holiday. Cavanagh – designated those three as the actual day and not the observed holiday.

P. 14 – Disciplinary policy. Budzik -took out three categories and said, ‘here are your standards of conduct. If you violate any of these things, you could be disciplined based on the discretion of the employer.’

If an employee gets in trouble off duty for misconduct or any violation, the Village can consider it and can constitute disciplinary action. Cavanagh has had push-back on this. If one of the cops got a DUI not on duty, would this be left to the Chief’s discretion to take disciplinary action? Is it up to the Department Head? FO said off-duty personnel have been disciplined in the past with suspension and mandatory treatment - there is a process. There was discussion that OVI can affect SD CDL and PD patrolling. Discussion about bar fights, domestic violence, swastikas are unbecoming and make the Village look bad. Off duty conduct is evaluated by the Department Head. Budzik said you never have to mandate discipline; it is discretionary depending on circumstances right from the beginning. If someone is going to be suspended, they have to be given a pre-suspension hearing. The employee who is disciplined can still appeal through the grievance procedure.

Budzik said an employee would be provided notice of charges and then there would be a hearing in front of the Mayor. The Mayor could affirm it and then it is done ~ the suspension would be imposed. The employee could still file a grievance at this point. Budzik did not want to get caught in the box of arguments being made about something being a level one which is a reprimand, etc. He said Department Heads have been around long enough to know when something is a reprimand or when something should be a suspension or greater. FO stated everything should be documented for the file. Budzik agreed and said it should always be done – it will help when they fire someone for employment purposes. He included that the Village would attempt to use progressive discipline but could terminate an employee at any time for any reason - employees are at will. Discussion about termination and that it cannot be illegal such as retaliation, discrimination, etc. Berger and Budzik stated you always want to document the reason, the steps taken, etc. to put in their file for support. Even verbal warnings should always be documented.

Changed compensation upon separation – “Village can waive the two- or four-week requirement” under Terminations. “These periods may be waived by employer.” (waive notice provision).

Vacation carry-over – carry over 40 hours (no supervisor approval). Any vacation over 40 hours remaining at the end of the year is use it or lose it.

Holidays – For employees, excluding PD, if an employee works a holiday, he/she will be paid at the applicable overtime rate or double time. If non-exempt employee, excluding PD, works actual holiday set forth in policy, such employee shall receive double time premium pay for all hours actually worked providing employee works four or more hours on the holiday. For PD, since they have floating holidays (80 hours) and 16 hours personal time. Non-exempt PD personnel shall receive 16 hours of pay or comp time if work on New Year’s Day, Christmas or Thanksgiving providing they work an entire 8- or 12-hour shift as scheduled by the employer.

Observed/Actual Holiday – Changed to actual holiday. “If a holiday falls on a weekend, the holiday may be observed on the closest Friday or Monday by the Village. However, any actual holiday worked by employees, excluding PD employees, on a Saturday or Sunday will be paid at the premium time rate.” The committee



specifically talked about Christmas and New Year. If something falls on a weekend, they will get double-time. If July 4<sup>th</sup> falls on a Sunday and they are called out, the Village will still observe it on Monday. The committee told Budzik that if the actual holiday was on a Saturday or Sunday, that was when they would get the double-time. The observed holiday is time and a half. Berger said this is what they asked for in the Street Department, so that is what the committee wrote down.

Uniform allowance – changed safety boot reimbursement. Will need to change uniform allowance numbers. Chief – increase part time amounts by \$100 for each increment for part-timers and \$1,200 for full-time officers. Clarification – between 100 and 199 hours is \$200, etc. and anything over 400 hours is \$500. Budzik – need to put a provision that these will be effective January 1, 2024. FO said this could be in the legislation. Chief – officer start up – can it be made discretionary because prices have been going up or \$1,500 for start-up uniforms for FT and \$500 for PT.

P. 8 (1)(b) – number should change from \$400 to \$500.

Budzik will make the additional changes and give them to the committee to review. Last clean-up in November.

Village is currently at a \$3,180 health care plan, and the increase is 7.53% and if the Village changes to a \$3,500 plan, it would be 4.37%. It would save the Village \$275 per year per employee for single, for example, but would cost the employee \$320 more a year in deductibles. Berger did not think it was worth the change. The renewal is due December 1<sup>st</sup>, so a motion of council would be needed. Berger thought it should be renewed for the employees.

There was discussion about offering health insurance to elected officials, and it being a part of their compensation which cannot be changed during the term. Given the election filing deadline is passed, no changes can be made. Berger gave various scenarios of what elected officials could pay and what the Village could pay on their behalf. He said if it were \$1,500 per month per Council member, that is \$18,000 times six, which is a ton of money, and he did not think it is reasonable. Mayor said Chagrin Falls gives School Board members health care. Berger clarified that was not CF council. The mayor will look into it. Berger did not think it made sense to undertake a potentially \$100,000 expense to offer health care to the council members. Discussion ensued about being grandfathered and being based off the health of the group; including Council would change the demographic of the group. Cavanagh said it sounded like they were saying no. Berger – Mayor is welcome to ask the question, but it did not seem to make financial sense to the Village to undertake that.

Social Media Policy. Berger got an email directly from Maple Leaf reporter asking him for information about the contract with Thrasher Dinsmore. He did not respond and said he did not think it was appropriate for him as a council member to offer him that information and asked if he could check with council and then they would provide a response. It was explained that the only required response is to give the facts, not opinions. FO reminded them of the instruction from the Solicitor and gave the example of going out for levies, do not put “Mayor Bill Koons” but simply “Bill Koons.” As officials of the Village, they cannot ask for support for a levy.

FO reported that regarding OT exceptions recently made for the SD for overtime, there may also be adjustments to make for the Police Department. Rather than doing it every Council meeting until the handbook is adopted, they will do one adjustment (one motion) prior to the end of the year. The FO, Admin and Chief will review all PD timesheets back to May when SD exemptions started so that any exceptions made are across the board for all employees.

FO – COLA. Berger – he was thinking about 2.75%. Cavanagh was thinking 3%. FO will do a spreadsheet to show 2.5%, 2.75%, 3%, and 3.5%. Chief said the SSO proposal will need to be adjusted for this. Budzik stated

the MOU needs an escalator clause saying that the price will go up for any increases paid to police officers. Berger added "at in the sole discretion of South Russell Village."

Cavanagh referred to the discussion at the Council meeting about Dave Hovevar and the remaining balance on his contract. She wanted to be sure that the Village keeps him. Council discussed addressing it when he met the limit. Berger said Bell will report back monthly to report status. FO stated the budget will have to be amended. You cannot move it from payroll from the Zoning Inspector which is Salaries and Benefits to Other expenses. Additionally, Council will need to take action to amend the contract because the contract states up to \$48,250. Mayor said the cap should be taken out of contract; Cavanagh agreed. Berger replied that everything should have a reasonable cap on it. He would rather amend the budget than give an unlimited number and find out at the end of the year he spent \$250,000. FO explained the cap allows for discussion / management. Berger said it is important to always have a cap.



Administrative Assistant &lt;adminassist@southrussell.com&gt;

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**Fwd: HR minutes 9/27/23**

1 message

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**Ruth Cavanagh** <rcavanagh@southrussell.com>  
To: Administrative Assistant <adminassist@southrussell.com>

Thu, Oct 5, 2023 at 4:04 PM

----- Forwarded message -----

From: **Ruth Cavanagh** <rcavanagh@southrussell.com>  
Date: Tue, Oct 3, 2023, 6:28 PM  
Subject: HR minutes 9/27/23  
To: Ruth Cavanagh <rcavanagh@southrussell.com>

HR meeting called to order at 1:10 pm on 9/27/23, present were C. Berger, W. Koons, L. Galicki, R. Cavanagh, J. Budzik of Mansour Gavin.

Jim Budzik made an additional change to the Harrassment policy to include online harrassment.

General discussion regarding short & long term disability, policies that may cover such, external sources such as AFLAC. Short term may be covered by sick leave. Long term may be covered by BWC, or light duty..

Jim Budzik reviewed holidays, such as Sunday /Monday and Friday /Saturday; also date of holiday (actual) vs. observed holiday. Decision made by committee to keep holiday to the real date for Christmas, New Year's Day, Thanksgiving, as these dates cannot be made up with family observances.

There was large discussion regarding Discipline; 'off duty violation'--not to be specified. Example was OVI while not on the job, CDL's, driving any Village vehicles.

There was discussion & simplification of verbiage for the Comp Time section, which had repetitive explanations.

Continue carryover of 40 hours vacation to the next year.

Questions raised regarding health insurance for Council members . Deductibles? Budzik was asked his professional input. Not regarded as an interm increase. Constituents' perceptions...

Meeting adjourned at 2:40 pm.

Respectfully submitted,  
Ruth Cavanagh

## Human Resources Committee Meeting

8/3/2023, 1:00 p.m. - Village Hall

**Present:** Chairman Cavanagh, Council member Berger, Mayor Koons, Fiscal Officer Romanowski, Street Commissioner Alder, Police Chief Rizzo, Jim Budzik (Mansour Gavin)

Revisions to the Employee Handbook made by Jim Budzik were discussed. Expanded social media policy - The purpose is that the Village does not want employees to appear to be making a statement sanctioned by the Village and it does not want employees going on social media during the workday because it is personal. He stated that "workday" would be changed to "work hours" after discussion of the topic. (P. 4 of handbook) Berger wanted to ensure that the entire policy was included in the handbook.

Budzik addressed previous changes regarding pay period and pay work schedule, which went from paying overtime over a day to 40 in a work week for non-safety forces which need to have an 80 hour pay period for police.

Discipline was shortened considerably on p. 14 of the handbook. The three disciplinary categories and range of penalties was changed to state that the employer will determine what discipline should be on any given case, keeping in mind what the employee's work record is, etc. Progressive discipline should be used where possible, but the employer needs the right to discipline employees. The Fiscal Officer asked about changes to the harassment policy. Budzik said he put in language on p. 1 to prohibit all forms of harassment to include sexual, hostile work environment, bullying etc. It has to have the purpose or effect of intimidating or creating a hostile or offensive working environment or has the purpose or effect of unreasonably interfering with an individual's work performance or adversely affects an individual's employment. These are the tests used by the courts. The Mayor suggested that the paragraph should begin with, "the Village prohibits *any and all forms*," and Budzik concurred and noted that the Village has an ordinance on sexual harassment which the current policy mirrors, but Budzik included more of the case law in defining this type of harassment. Budzik recommended harassment training should be conducted every couple of years with employees signing off and the committee discussed providers. The Mayor suggested for harassment training that Bonny Troyer of Geauga Growth Partnership (GGP) will come give a half day training, she is excellent.

The Fiscal Officer addressed changes to the attendance policy. Budzik included that regular and consistent attendance is required of all employees on p. 7. On p. 8, he added the language that repeated absenteeism or unsatisfactory attendance and/or tardiness including reporting to work late or quitting early and/or overextending lunch periods or breaks may lead to disciplinary action up to and including termination.

Budzik discussed p. 12-13 relating to overtime. He included the formerly unwritten policy that flex time not used within one calendar year from the date it is accrued shall be forfeited. It would be up to the Department Heads and Fiscal Officer to keep track of this.

Budzik addressed call outs. The normal minimal callout is 4 hours at the overtime rate as long as it does not abut the normal scheduled shift. He added language at the bottom of p. 12 to state

that about shall mean time worked within 30 minutes of a scheduled shift. He also included, "the employer may keep an employee working at a call out for up to four hours." If an employee is called in within 30 minutes of a normal shift, they will not get a 4-hour callout. It could be regular overtime assuming they meet the 40-hour work week. Currently, if an employee receives a callout a half hour before the shift begins, they get 4 hours of overtime in addition to their regular work hours. Berger wanted to be sure the policy would be explained correctly to the Streets Department employees.

On p. 13, Budzik explained that currently the handbook states that nothing counts as time worked and excludes holidays, vacations, etc. The committee discussed including vacation time, holiday, comp time, and jury duty as time worked for a work period, but not sick leave or funeral leave. Budzik explained historically how calculation of overtime progressed. The Fiscal Officer advised that when this policy was changed in 2021 from 8 hours in a day to 40 hours in a week, her office did a survey of villages around Northeast Ohio and the surrounding townships. Most only counted time worked. In her conversation with Budzik, she asked him how he obtained his results about everyone including holiday, vacation, and sick time and Budzik clarified that he was referring to primarily civil service entities with unions; SRV is not civil service. Budzik added that these municipalities would offer the same benefit to non-union employees. The Chief said this would resolve difficulties with calculations. Budzik said many communities include sick leave, but he does not. The Street Commissioner described the problem with the current policy in terms of having employees who are willing to work when they know it will be straight time instead of overtime. Budzik added a line to the policy that there shall be no pyramiding of overtime under any terms of this policy and under no circumstances shall more than one basis of calculating overtime be used for the same hours. Pyramiding means that in some cases, an employee might qualify for both double time as a holiday and potentially time and a half because it is more than 40 hours worked in a week. The Street Commissioner verified that for a call out on a holiday that the employees would get the holiday pay plus the double time.

The Fiscal Officer addressed the subject of overtime relative to the actual and observed holidays. Berger said he and the Street Commissioner discussed this, and the Street Commissioner's position was that the holiday is the holiday. The Street Commissioner said the employee should be compensated for working the actual holiday. Budzik said that this is discussed in the holiday section. Budzik said that the employees will get time and a half for working the holidays not included as the major holidays. They would get double time for Christmas, New Year's, and Thanksgiving. The policy would have to specify that it will be for working the actual holiday. Everything else is the observed holiday. Budzik explained that it would impact the Police Department because the police would get double time for working on Christmas, Thanksgiving, and New Year's. Right now, they are getting floating holidays. Berger asked the Fiscal Officer how often the Streets Department employees are called out on the three major holidays. The Street Commissioner said not very often. The Fiscal Officer said they had been called out on Presidents Day and possibly others, but suggested using the wording that the premium holidays that get the double time and are on the actual holiday. The other ones would be time and a half on the Village observed holidays. Berger asked how many hours a year this happened – whether

it is once a year or once every five years. The Street Commissioner wanted the policy to be left as it is which is double time on the holiday.

The Chief asked whether an officer would lose a floating holiday if the officer worked and was paid double time for the holiday. Budzik said yes. The Fiscal Officer asked if they would be paid for the holiday and the double time. Budzik said they will because the police have 80 hours a year for 10 holidays, and they will basically get 8 hours for another day. They get double time for coming in on Christmas. The Fiscal Officer clarified that they would keep their floating holiday, and Budzik said yes. The Chief clarified that it is compensation for that particular day worked. The Chief asked if the employee could choose whether to receive pay or comp time for the holiday. Budzik said most employers that offer comp time give a choice. The Fiscal Officer questioned whether they could be forced to take comp time and Budzik said yes, that they could be made to take comp time on a certain day if in an agreed upon memo. Berger suggested giving an option, and Budzik said that instead of getting 12 hours for the day, they would end up getting 16 hours. The Chief explained they would be able to bank 4 hours of comp. Budzik said there is the 8 hours for the floating holiday. If it is worked, the officer would get double time. This is only for the main three holidays. With the other holidays, the police would not be eligible. This is because the police have the benefit of using the floating holidays. The Chief pointed out that the police work 12-hour days but should only get 8 hours since 8 is what the day is based on. 8 of the 12 hours would be double time or comp time. Budzik summarized that if someone works one of the big three holidays, they are already getting 8 hours of holiday hours, 8 hours paid, and 8 hours of comp.

Budzik summarized that with the Service Department, the policy will be rewritten to say double time for everything. Berger asked the Fiscal Officer to determine how many times there were callouts on holidays. With the police, when they come in for a 12-hour shift, they get 8 hours of holiday pay. Berger verified that this meant they would get 8 hours for the floating holiday and 16 hours for working the holiday which they can take in cash or comp time. He further clarified it would be for an 8 minimum shift and not, for example, a 4-hour split shift.

The Mayor noted that the minutes of the previous meeting said that most municipalities use the basic standard of double time for Sunday work. Berger clarified that this is what Budzik said, and the committee said no. Budzik clarified that he said overtime, not double time for Sundays. He further explained that what he said was that private sector entities pay double time on Sundays, not municipalities.

Berger noted that Budzik will clean up the current version of the handbook and the Fiscal Officer will do some research. It will be reviewed by the committee before presenting it to Council.

The Fiscal Officer indicated Juneteenth needed to be added as a holiday to the handbook. Fiscal Officer will forward the legislation to Budzik. Berger wanted to be sure there was discussion with the departments before implementing the new policies. Budzik noted another change on p. 20 about the police and floating holidays and the need to include verbiage about 80 floating holiday hours. The Chief suggested that verbiage be included that nonexempt Police Department

employee personnel should receive 8 double-time premium pay hours for New Years Day, Thanksgiving, or Christmas.

Cavanagh asked about sick leave carryover, and the Fiscal Officer explained that an employee can bring 45 days from a previous employer. Sick leave accrues and is not limited.

FMLA was reviewed for changes.

Chief asked about the change of the disciplinary policy – is the Police Department under ORC. Budzik said no because it is a Village. Employees are not civil service and are at will. The handbook was a hybrid. Budzik cited *Loudermill vs. Board of Education* for a pre-deprivation hearing. There is a pre-suspension provision. Technically, being an at will employer, this is not necessary, but most Villages do. The Chief noted that the list of potential offenses was eliminated and asked what would be used to compare an offense going forward – to rank the severity of an offense. Budzik said it is up to the department head to determine this. The Chief noted that this is arbitrary. Berger proposed using the Group 1 – 3 Offense List as a suggested guideline. Budzik cautioned against doing this and spoke of the different standards to which police are held versus the Service Department, for example. The Chief clarified that the Village is not really coming away from progressive discipline. Budzik concurred.

The Chief discussed the potential of hiring one of the PT Police Officers for the FT position in terms of vacation time eligibility. The Fiscal Officer explained that the officer would be starting over with the Village with earning vacation. The Fiscal Officer explained that the officer would get the top tier for the salary given his experience level. Budzik said this is up to the Village. Budzik discussed retire-rehire policies.

Modified job descriptions will be discussed next month. Budzik said he took the laborer description and added that the mechanic has to do everything the laborer does in addition to mechanic work. Berger said the Street Commissioner would review the job descriptions and get back to the committee.

The Mayor addressed contingency plans and referenced the mutual aid agreement. The Fiscal Officer had provided this to the committee. The Mayor reviewed the concept of a stipend for whoever is in charge, but it was decided that the management responsibility for the department head's absence falls to the Mayor. Berger clarified that if the Street Commissioner is out of the loop, the Mayor makes the call for the Street Department and would be the supervisor or whomever he designates.

The Mayor reported that the Building Committee met with Dan D'Agostino, the part-time Zoning Inspector, who is an employee. The Mayor explained that D'Agostino will provide the Village an offer to be just like Dave Hocevar. He would be a hired outside consultant. This way, the Village would only pay D'Agostino for when he was used. In talking to Hocevar after the meeting, he said this was not a good idea. It would cost D'Agostino almost \$6,000 in insurance costs. Things will be left as they are for now.

The Street Commissioner said the mechanic will be having right knee replacement surgery. He asked if the employee got a doctor's note, could he come back and drive a plow truck. Berger

said the minimum recovery is 8 weeks that he will be out. The Street Commissioner said he would cover the plowing and the Chief said he would help. Berger asked when he would be coming back to work full-time because he would not just come back to drive a plow truck but not work otherwise. Berger asked if this was what was being suggested. The Fiscal Officer asked if what the Street Commissioner was suggesting was that the employee would be on sick leave during the day and if there were a storm at night, he would come in to drive a truck. The Street Commissioner clarified this would be after the eight weeks when he could drive himself to and from therapy but before he was 100% healed. The Street Commissioner said to release liability, the Village could leave him off on paid sick, which he would be on anyway. Budzik clarified that this would be transitional work for four to six weeks, which is up to the Village. Cavanagh expressed concern about impeding the healing process. The Street Commissioner said it is up to the doctor that would have to certify. Berger's opinion was that off is off and when he is 100% released to come back to full duty, then he can go behind the wheel. The Street Commissioner said he would contact the Village's mutual aid agreement. The Street Commissioner asked how mutual aid from other communities is paid. The committee discussed reviewing the mutual aid agreement. There was discussion of considering a casual laborer with a CDL to work on call. The committee discussed the potential issues and liability with the employee coming back prematurely.

The Fiscal Officer informed the committee about workers' compensation cases with the Village. The Lieutenant recently suffered a sprained wrist while assisting a resident with a lock-out call and sought medical treatment at an emergency room.

The committee discussed amending the budget for Mansour Gavin charges. The amount would be discussed in the upcoming Finance Committee, and Berger felt it was worth the money.

The Fiscal Officer advised that regarding the shirts for the 100<sup>th</sup> anniversary, it was discussed that the Village would pay for the employees and elected officials would pay for their own, but the volunteers were not addressed. She verified the Village was paying for the Park Committee shirts and asked if the offer was extended to all committees. Cavanagh said it was not and that the Park Committee was included because they show up and people are there for the 100<sup>th</sup> and work hard with the Fall Festival. Berger said they helped plan the 100<sup>th</sup> Anniversary, but Cavanagh said they were not involved but all showed up for it. Berger thought the offer should be limited to the Park Committee.

Ratifying overtime for Service Department personnel was addressed.





Administrative Assistant <adminassist@southrussell.com>

## Fwd: HR Committee minutes

1 message

Danielle Romanowski <fiscalofficer@southrussell.com>  
To: Administrative Assistant <adminassist@southrussell.com>

Thu, Aug 10, 2023 at 7:34 AM

Please see Ruth's amendments. Let me know if you have any questions.

----- Forwarded message -----

From: Ruth Cavanagh <rcavanagh@southrussell.com>

Date: Wed, Aug 9, 2023 at 5:16 PM

Subject: Re: HR Committee minutes

To: Danielle Romanowski <fiscalofficer@southrussell.com>, Ruth Cavanagh <rcavanagh@southrussell.com>

Thanks Danielle.

I have read through. Can we call Combined FO & HR?

THESE are my 4 additions:

p 1, paragraph 3. Mayor suggested for harrassment training that Bonny Troyer of GGP will come give a half day training, she is excellent.

p.3, top. No need for Tim's 2nd sentence, delete it. All that's needed is that he asked for policy to be left as it is.

p.4. paragraph 3. Budzik cited Loudermill vs. BOE for a pre-deprivation hearing. Very important to include this.

p.5., paragraph 2. Worker's Comp. We included naming 'mechanic' in Discussion on sick time, etc. Only fair to cite the Lieutenant in the same framework, and include broken hand/wrist.

I really appreciate the offer to type minutes. What I need to do however is type them as we go, which I plan to do from now on. I didn't realize you were taping them at all.

I do thank you for this set!

Separate subject, I will need stamps for sending out the 100th luncheon invitations soon. A few less than 50. Do you girls want to attend?

Ruth

On Wed, Aug 9, 2023, 2:51 PM Danielle Romanowski <fiscalofficer@southrussell.com> wrote:

Good afternoon Ruth -

Yesterday you mentioned you had not had time to do the HR Committee minutes. I do record the meetings and take notes of the meetings for my records because there are many details and "To Do's" from those meetings that I need to rely on, and I often attach them to the committee minutes for the details.

Attached are my notes from last week's HR meeting. If you like, we can change them from the "FO Notes" to the "HR Committee Minutes" and then you won't have to prepare any. I have also attached my notes from last month's HR meeting (7/24) which I will attach to the minutes since you already prepared them for that meeting.

**Please let me know if you want us to use the 8/3/23 HR Meeting notes as the minutes or whether you will be preparing your minutes (packets go out tomorrow).**

Also, moving forward, we are happy to prepare the minutes for you, just let us know.

Have a great day!

-Danielle

--

Danielle Romanowski, CPM, CPFA, MMC, CPIM  
Village of South Russell  
5205 Chillicothe Road  
South Russell, OH 44022  
440-557-5533

On Wed, Aug 9, 2023, 2:51 PM Danielle Romanowski <[fiscalofficer@southrussell.com](mailto:fiscalofficer@southrussell.com)> wrote:

Good afternoon Ruth -

Yesterday you mentioned you had not had time to do the HR Committee minutes. I do record the meetings and take notes of the meetings for my records because there are many details and "To Do's" from those meetings that I need to rely on, and I often attach them to the committee minutes for the details.

Attached are my notes from last week's HR meeting. If you like, we can change them from the "FO Notes" to the "HR Committee Minutes" and then you won't have to prepare any. I have also attached my notes from last month's HR meeting (7/24) which I will attach to the minutes since you already prepared them for that meeting.

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Also, moving forward, we are happy to prepare the minutes for you, just let us know.

Have a great day!

-Danielle

--

Danielle Romanowski, CPM, CPFA, MMC, CPIM  
Village of South Russell  
5205 Chillicothe Road  
South Russell, OH 44022  
440-557-5533

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Danielle Romanowski, CPM, CPFA, MMC, CPIM  
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From: **Ruth Cavanagh** <[rcavanagh@southerussell.com](mailto:rcavanagh@southerussell.com)>

Date: Mon, Jul 24, 2023 at 4:07 PM

Subject: HR Minutes 7/24/23

To: Chris Berger <[cberger@southerussell.com](mailto:cberger@southerussell.com)>, William Koons <[mayor@southerussell.com](mailto:mayor@southerussell.com)>, Danielle Romanowski <[fiscalofficer@southerussell.com](mailto:fiscalofficer@southerussell.com)>, Michael Rizzo <[policechief@southerussell.com](mailto:policechief@southerussell.com)>, Street Commissioner <[streets@southerussell.com](mailto:streets@southerussell.com)>, Ruth Cavanagh <[rcavanagh@southerussell.com](mailto:rcavanagh@southerussell.com)>

A scheduled, sunshined meeting of Human Resources committee met at 9am on 7/24/23.

Present: Ruth Cavanagh, Bill Koons, Chris Berger, Jerry Canton, Danielle Romanowski, Jim Budzik of Mansour Gavin.

Meeting called to order at 9am.

Issues discussed were overtime and FMLA.

Budzik described regular OT vs. premium OT (Double time ), most municipalities use the basic standard of double time for Sunday work, except police departments with 24 hr scheduling.

Double time may be limited to the Big 3=Thanksgiving, Christmas & New Years. Suggestion to include Police Chief and Streets Commissioner at next meeting to hear their input. Example of 'observed' holiday vs. actual date of holiday (Christmas example).

Family Leave: Examples given by Jim Budzik included, a streets employee has surgery in December, unable to plow for 3 months. Current answer is use mutual aid? Or hire part timer. Budzik suggested Dept heads write up a continuity plan. Discussion regarding intermittent leave, example of Migraine.

Questions raised, if Dept head is absent, should next in line be paid stipend as acting Head? How long, several days, a week, etc. Looked at from worker viewpoint and Supervisor viewpoint.

Reiterated, need contingency plans for sub workers, in case of unforeseen happenings & necessary use of Family Leave time.

Next meeting on 8/3/23 @ 1pm

Meeting adjourned at 10:20am.

Respectfully submitted,  
Ruth Cavanagh, Chair

**Human Resources Committee Meeting – FO Notes**  
**July 24, 2023, 9:00 a.m. Village Hall**

**Present:** Chairman Cavanagh, Council Member Berger, Mayor Koons, Fiscal Officer Romanowski, Jim Budzik, Mansour Gavin; Council Member Canton

Jim Budzik explained that the revised proposed Employee Handbook contains the overtime changes which basically note what is and is not included. Currently, the Village uses the Federal standard and only time worked counts for purposes of overtime. Jim said most public and private policies include vacation and holidays in the calculation, but not funeral leave.

Berger questioned how working on Sundays would be handled and stated that in the private sector manufacturing considers it double time. Budzik said the handbook considers it just part of the normal workweek. Anything over 40 hours would result in time and a half provided that 40 hours were worked. With the proposed changes, vacation time and holidays will be counted towards time worked. The only thing that would be excluded would be sick leave and funeral leave. Budzik explained that most entities do not include sick leave.

When asked about how working on a holiday is handled, the Fiscal Officer explained that employees get paid for the holiday. If they come to work on the holiday, they get double time for the time worked. She gave the example that if the Service Department employees get called in for snowplowing on a holiday, they basically get triple time; the holiday pay, plus double time pay for working the holiday.

Budzik advised that the Council must consider how holidays will be treated in terms of overtime. Should this triple time only be given on the big four holidays, for example. Splitting the holidays this way is common with other municipalities. Cavanagh said she is good with Christmas and Thanksgiving. The inclusion of Easter was discussed. The Fiscal Officer said since Easter is on a Sunday, they would get double time for working that day. Budzik said for Police, it would be a regular day because they get no special holidays. As an entity, the Village needs to decide how many days they want to make premium days at double time plus the day, or time and a half.

The Fiscal Officer provided the committee with timesheets from two of the Service Department employees who came in on Sundays possibly to empty trash at the park. Regarding the remainder of their work week, one of the employees used vacation and comp time, but wanted comp time for the hour on Sunday. According to the policy, he would not get comp time. She explained that previously, overtime was anything over 8 hours in a day. It was changed to the current model based on 40 hours worked in a week. Berger said that under the proposed policy of including comp, holiday, and vacation time as part of 40 hours worked, this would make sense going forward.

Budzik referenced the new verbiage in the Employee Handbook regarding the overtime policy that states that sick leave and funeral leave will not count (excluded) as time worked toward overtime. Vacation time, paid holiday, and compensatory time shall count and be construed as

time worked for purposes of overtime. Budzik said this policy is the standard of municipalities. Berger verified that it is not liberal or overly generous, but the standard. Budzik stated that everyone counts the holidays and vacations. Some jurisdictions include sick leave, but most do not. Most count comp time. Most do not count funeral leave.

There was discussion of the big four holidays being Christmas, Thanksgiving, Easter, and New Year's. The Fiscal Officer explained that with Easter on a Sunday, employees are not paid for the holiday, but if they come in, they currently get double time pay for the time worked. Berger then concluded that there are only three premium days, Thanksgiving, Christmas, and New Year's. The policy, in terms of the holiday falling on a weekend, was discussed.

Budzik said it was important to be clear that the Police follow the same standards with the holiday pay rates. The Fiscal Officer explained that in the case of the police, if an officer is working their standard shift and it is a holiday, they do not get any holiday overtime pay - they get 10 floating holidays. The Fiscal Officer said there are currently two sets of standards between departments. Budzik said this should be examined because the Village is hurting the Police Department; the officers can never get double time. Budzik suggested that on the observed holiday, the employee will get double time regardless of what division they work in.

Berger thought the observed holiday needs to be the trigger. He gave the example of the Service Department and said if Christmas is on a Sunday, and the observed holiday is Monday, December 26<sup>th</sup>, that is the controlling day. If someone comes in on Christmas morning, it is time and a half because the observed holiday is the 26<sup>th</sup>. December 26<sup>th</sup> would be double time plus the paid holiday. It will be necessary to clarify the policy.

Budzik thought it would be helpful to the Police Department to specify that they get double time on the *observed* holiday. It would not matter if it were a regular workday or the person was called in, they would receive the double time rate for working on the holiday. Right now, they get no double time because they have floating holidays. With most Police and Fire Departments, if an employee works on a recognized holiday, the employee receives the recognized premium pay for working the holiday. If an officer works the holiday, they will receive double time pay, but not get that day as a floating holiday.

Berger summarized that the double time days would be the recognized days for Thanksgiving, Christmas, and New Year's. Everything else will be time and a half.

The committee discussed employees who volunteered to work the Centennial event on June 23<sup>rd</sup>. and the topic of mandating work time. Berger said if it were necessary to mandate an extra shift then it would be incumbent upon the Department Heads and Mayor to give the employees proper notice.

There was discussion about how overtime for other holidays such as Veterans Day would be paid at time-and-a-half. Berger said he did not think these holidays should be time-and-a-half for the police. The Mayor agreed. Berger added that this is part of a standard schedule. Berger said that they are being given an additional benefit for the big three holidays. Budzik concurred and

offered that the police can take the holidays when they want. The only way they would get overtime on the holiday is if they come in for a shift and already have 40 hours.

It was decided to have the Police Chief and Street Commissioner attend the next HR Committee meeting on August 3<sup>rd</sup> to discuss the proposed policy. Budzik was invited to attend as well.

Budzik addressed the Family Medical Leave Act (FMLA). The Village is not subject to the 50-employee rule for FMLA as it is a public employer and therefore is subject to FMLA no matter its size. He explained that during the 12 weeks of FMLA, the employer should be paying the medical premiums for health care. There is also the requirement for the employee to use paid time off. Employees get a total of 12 weeks inclusive of any paid time off. For any unpaid time, the employee is still on the Village's insurance. When the employee is off of FMLA, the employer can have the employee pay for their premiums. Most employers will also provide an approved unpaid leave of absence once FMLA is over. The Fiscal Officer explained that the Village has a sick time donation policy, and donation requests must be approved by Council.

In the event there is an employee out in the Service Department on FMLA, the Village has a mutual aid agreement with Chagrin Falls and Russell. Berger said the Village would receive a bill from the entity providing coverage for the Village. Berger suggested verifying with the Street Commissioner that an employee shortage would be handled with mutual aid. Backup plans and cross training were discussed, and Berger concluded that each Department Head needed to come up with a continuity plan, to include the Building Department.

Budzik described intermittent FMLA claims. If something qualifies as a serious health condition, FMLA can be used, and the time does not have to be taken all at once. He used migraine headaches as an example.

Budzik explained that after week 12 of FMLA the Village has the right to terminate the employee, but most employers will provide an approved unpaid leave of absence. If they cannot come back, the Village cannot hold their job forever because it is too small. However, if the employee has time on the books, the Village must give them this time.

Budzik explained that employees receive 15 days or 120 hours per year of sick time. Berger asked what would happen if someone worked 20 years and never took a sick day. The Fiscal Officer explained that if they have worked for the Village for at least 10 years and are retiring out of the pension system, they will be paid 30 days of sick time, the rest is forfeited. Scenarios were discussed where someone could choose to use all of the leave and then retire. The Fiscal Officer said this had not occurred in her 16+ years in the Village. Budzik added that the Village has the right to ask for verification that someone is sick and needs the time off and can ask for a tentative return to work date.

The Mayor said that when the Street Commissioner is gone and his three employees are there and one is in charge, there is no additional compensation. Budzik said if someone is paid additional pay to temporarily oversee the department, there should be a length of time established as well as a premium in a written policy. The Mayor proposed that for more than three days, the person in charge would get a token amount and proposed \$20 a day. Berger

explained that in the manufacturing world, you do not elevate someone from below, you step down because that is your job as a supervisor to make sure the department is doing its job. This would not apply to the Police Department, but the other Department Heads should notify their staff that if they are not available, the person in charge is the Mayor.

The Mayor said he had concerns because the Chief and the Street Commissioner are probably getting near retirement time. He had not spoken to either one about it, but asked if the committee should look at the exit plan for them. Budzik cautioned that the Village cannot tell people when they are going to retire. The Age Discrimination Act was discussed. The Mayor verified that there was nothing the Village needed to worry about with the Police Chief and the Street Commissioner if they got near retirement. Budzik said the Village does not have a mandatory age for police – they can work as long as they want. The OP&F Deferred Retirement Option Plan was discussed. Budzik said they could have a friendly conversation asking about retirement plans in terms of staffing, but employees are not obligated to inform the employer before they give notice.

The updated Maintenance, Laborer, and Mechanic job descriptions were distributed and Budzik explained that the mechanic position included mechanic and laborer duties. Berger explained that items that sounded like they were Emergency Medical Technician (EMT) related were removed. The Fiscal Officer advised that all the job descriptions have this, so eventually they would all need to be reviewed. Cavanagh noted that the language about going to school was removed and it instead includes the five years' experience. The job descriptions would be provided to the Street Commissioner for review and then the committee would discuss it at the next meeting. Physical requirements noted in the job description were discussed in terms of the Americans with Disabilities Act (ADA).

Budzik reviewed the changes to the Employee Handbook that he would be making. He would also review the other job descriptions for changes. He explained that he included a more detailed Social Media policy. It states that an employee may not comment on the Village on social media unless authorized to do so because it makes the individual sound like they are representing the Village. There was discussion about the Village responding to negative postings. Berger cautioned that responses needed to be Village approved. Budzik relayed case law concerning government employees posting negative information about the government entity as a private citizen and the court's ruling that this is not the case, and the employee was instead complaining about internal grievances which were not the public's business.

The meeting was adjourned at 10:24 a.m.



Administrative Assistant <adminassist@southrussell.com>

## Re: HR Agenda & Minutes 6/1/23 1pm

1 message

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

Tue, Jun 6, 2023 at 2:16 PM

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

----- Forwarded message -----

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

Date: Thu, Jun 1, 2023, 11:55 PM

Subject: Please review & revise Re: HR Agenda & Minutes 6/1/23 1pm

To: Chris Berger <cberger@southrussell.com>, William Koons <mayor@southrussell.com>

Attendees: Mayor Bill Koons, Chris Berger, Ruth Cavanagh, Chief Mike Rizzo, Fiscal Officer Danielle Romanowski  
Called to order 1:07 pm

--Kimball personnel files--question arose related to email stating Kimball placed on Administrative Leave. Since was not placed on Admin. Leave, asked to have email removed. DR states must have vote of Council to remove on 6/12. Can't just remove because is a Public record. DR states Solicitor says need one file. Chief states PD keeps several separate files, cases, classes completed, interviews, etc.

Cavanagh asked if Kimball interview was Saturday, January 28 @ 10:30, over with quickly ('seven minutes'), resignation occurred, why is Administrative leave placement at 11:08 after resignation. Berger stated sent emails can be delayed. Chief states meeting with Kimball didn't occur at 10:30 am, but at 11:30 am.

--SRV PD Interviews--Chief states needs one FT Sgt and one PT slot filled, to be scheduled.

--10 hr days--Discussion that 17 culverts extra added today, Berger states need to have personnel available on Fridays. DR states Streets Dept. working culverts til 3pm, then mowing.

--Zoning Inspector pay--Discussion regarding Dan be paid \$50/inspection instead of \$40/hr. Berger states Building Cmte needs to notify HR if there are to be changes to Dan's status before 6/12/23. Review of Dave Hovevar/Inspection Solutions \$2,000/mo., \$75/inspection, 20 hrs/mo. DR states Hovevar works approximately 14 hrs/mo.

--Berger asked Mayor number of hours worked each week? 25-30, current pay \$28K, approx \$17/hr. Mayor mentioned OML pay comparisons. Also discussed Ruth G not permitted OT, based on hiring agreement. Ruth G & Leslie Galicki limited to 40 hrs. No comp time. Berger states job set up for the position, not any particular person.

--Conflict Discussion related to Mayor asking Streets' Jeff & Rick working 8 hours OT Sunday set up for Grand Marshall Blossom Time. DR states cannot be paid OT based on past ordinance. Cavanagh states remembering this being passed late 2021 over a Streets issue. DR to locate copy.

--Mayor discussed his intentions with his park Luncheon invitations that only included physical workers at the Park. Did not include Bldg Dept., Administrative, or SRPD. Fiscal Officer had responding email that this was non-inclusive & offensive to her. Berger stated, better idea to invite one, invite all. DR stated she would not attend this lunch. Berger responded, you've objected, we will invite all SRV employees, and now you won't go?

Respectfully submitted,  
Ruth Cavanagh, Chair

On Wed, May 31, 2023, 8:59 PM Ruth Cavanagh <rcavanagh@southrussell.com> wrote:

--10 hr days

--email discussion, Kimball Admin. Leave

Any other pending business to be discussed.

Ruth Cavanagh



## HR Committee meeting – June 1, 2023

### Fiscal Officer's Notes

Present: Cavanagh, Berger, Koons, Romanowski, Rizzo

Chief discussed the removal of a document from a past employee's personnel file. He wanted the individual to have an opportunity somewhere and was in favor of removing it. FO explained that the document was a record and given the content, was filed in the personnel file. She explained Council could take action to remove it from the personnel file, however, it would still be a record of the Village.

Berger stated it would be his recommendation that they go into ES at the next CCL mtg, explain the issue to CCL, come out of ES and CCL vote to remove the document from the personnel file. If there is a public record request (PRR) for the personnel file prior to the next CCL meeting, FO is to let the committee know so they can hold a special CCL mtg to address the issue before June 12<sup>th</sup>.

Berger said the village has designated the FO as the keeper of the records. If someone requests a personnel file, they need to be directed to the FO. Berger said there are potential issues with having duplicate files in the event a document is in one file and not the other. Having one personnel file will ensure all the documents are in one place. The Chief said he would get all the personnel files to the FO to ensure she had everything. Chief and FO explained that the PD is the record keeper for police reports, police cases, and police action items as some of that information is confidential and only police have access to them.

Chief said he is looking to set up a time for HR and Safety to do interviews with one part-time applicant and consideration of a promotion for a FT officer to sergeant.

Cavanagh said she talked to the SD guys about the 10-hour days and it is working out for the culvert replacements. Berger said the Streets Committee brought it to the Mayor that they thought it was a good idea, and the Mayor approved it. It caused some problems, so CCL discussed it and approved it until June 5<sup>th</sup>. Now it looks like that is going to be extended two to three weeks.

Berger said from the HR standpoint there is an issue with no one in the department on Friday; Cavanagh agreed. The problem is the Village advertises to the community we are open M-F and now there is an advertisement that isn't true. Berger said the Streets Committee said this is the best way to handle the workload. FO stated that Bell said he was handing the issue off to the HR Committee and Porter said he agreed with the 10-hour days during the project.

FO explained to the committee that with the holiday this week, Monday was the holiday, and all SD employees took 2 hours out of their comp bank so they are working T-TH. She said the first two weeks, they did not work on culverts until 5:30, but were back in and cutting grass starting around 3 p.m. Berger said he doesn't view that as an issue as much as no one is in the department on Friday if a resident shows up. He stated it's also not fair to the Street Commissioner to say you worked four 10s and now you have to work another 8-hour shift on Fridays. Cavanagh said it is a solution. Mayor said the solution is to get the culverts done using the 10s and then go back to an 8-hour day.

Mayor said there were six culverts on Rt. 306 and they are done. Berger said other culverts are on roads related to the road program and are not critical to get done with the same efficiency. The department should go back to the five days. Mayor said the Streets Committee will meet next week and discuss it. Berger said HR thinks the coverage on Friday is important for the Village and will see what the Streets Committee says.

The FO said the Administrative staff asked for four 10s and it was never even considered. They were willing to give a benefit to the Village by keeping the offices open longer but that was never considered.

Berger said it was discussed at the last HR mtg that the Building Committee recommends the Zoning/Building Inspector get paid \$50 inspection; he currently makes approximately \$40/hour. If he does four inspections in an hour, he will get \$200 per hour. Berger said Dave could hire Dan to work for Inspection Solutions. He is a qualified inspector, and it will cost SRV more money because the village pays Dave \$75 per inspection.

FO explained Dan is an employee. The Village needs to decide on a rate and pay a rate. Other departments don't receive different pay for different tasks. She reminded them that originally the position was for a Zoning Inspector, but then was changed to a Zoning/Building Inspector, the job description was changed, and the pay was increased.

Mayor said they had a Building meeting that morning, but Bell wasn't there. He said the best thing for the Village to do would be to hire Dan to do inspections at \$60 per inspection and not have him do anything else zoning wise. Mayor said Dave would continue to do zoning. There was discussion about hiring Dan to do zoning inspections to relieve Dave of that responsibility, and Dan providing coverage when Dave is out of town. Mayor said the odds are very seldom if ever will you need to do two inspections at the same time. Berger said before HR gets involved, the Building Committee needs to make a recommendation of what they want and then HR can weigh in on their recommendation. Mayor said there will be a Building Committee recommendation at the June 12<sup>th</sup> CCL mtg.

FO reviewed the Inspection Solutions contract and said in the past the retainer covered 20 hours per month with vacation coverage. The new contract is for 20 hours per month in the office as the retainer and then every inspection is \$75 each. Some months his invoice indicated less than 20 hours in the office, last month it may have been 14 hours, but that is the retainer. FO said another option would be to hire Dan as an independent contractor, but he can't be an employee and a contractor at the same time. Berger said the Building Committee needs to look at it and make a recommendation.

The Mayor indicated he (mayor) works 25-30 hours per week for the Village. Berger asked if that was by choice or was that what it took to get the job done. The mayor replied it was by choice. Berger said he has raised the issue before; whether the job has grown and if the mayor is appropriately compensated for the job that he does. The Mayor said he would forward the OML publication of mayors' salaries to the committee. He stated the mayor of Mayfield is handling \$40 million and is making \$30,000; Moreland Hills is making \$46,000. Berger said the mayor might be making approximately \$17/hour and that probably isn't a reasonable rate for the Chief Executive Officer.

FO reminded them it is an elected position and the next mayor may not put in those hours; that may be something to keep in mind. Berger said that could be put in the requirements of the Mayor's position. If someone has a full-time job, they may not be able to do the position. FO recommended they discuss stipulations with the solicitor because it is an elected position and she didn't know how that is handled. Berger said a meeting should be scheduled with the solicitor for more information. There was discussion that salary changes cannot be made during a term for an elected official. The mayor position is up for election this year, so if any changes were to be made, they would need to be effective January 1<sup>st</sup>.

There was discussion about the advantages to comp time and why an employee would choose comp time over overtime. FO explained the recent event where the SD employees participated in the parade. They worked Sunday at the parade for 8 hours, Monday was 8 hours holiday and 2 hours comp time to get the 10 hours for the day, and then they worked 10 hours T-TH. They will have physically worked 38 hours, but will get paid 48 hours. Because of the holiday, the additional 8 hours over the 40 will be at straight time rather than the OT rate because they didn't physically work those hours. Berger and Mayor felt that was wrong and they should be paid the OT rate. FO said that is the Federal law and the policy that Council adopted. Cavanagh said she remembered this being adopted. FO explained that per the Village's policy, overtime rate has to be paid for what is physically worked; no vacation time, no holiday time, no sick time, no comp time - those do not count towards overtime. There was discussion about the private sector working a regular schedule and hours outside of that schedule being paid OT. Debate continued about the new SD 10-hour days and if those were considered regular hours or temporary hours.

Discussion was held as to how to address OT for the Administrative Assistants of the Building Department and the FO. The restrictions were put in place for the Bldg Dept Administrative Assistant, but the FO treated the FO Administrative Assistant by the same rules for consistency. FO would contact the solicitor to draft legislation to repeal the previous restricting legislation and get it added to the agenda for the 6/12/23 CCL mtg. Berger said if it is repealed, all non-exempt employees will now be treated the same, as it should be. Berger said the hours needed to be managed by the supervisor; for the Building Department that is the mayor.

Mayor distributed and referred to an email the FO sent to the HR committee and him on May 11<sup>th</sup>. Regarding the Park Appreciation luncheon, the Mayor said he invited the people that had physically worked at the park or provided money for the park. He didn't invite Ruth G. who makes the reservations, the fiscal office, the PD, or anyone else.

Mayor stated he offered the SD guys to work Blossom parade and Rick and Jeff volunteered. Tim and Thad didn't want to. He said his intention was to invite only those that physically worked at the park and didn't get into the administrative staff. He said when it comes up on the next page as being because the three people here are females, and police never were included. Mayor said he didn't know anyone else wanted to work it.

Mayor explained that the park appreciation luncheon is a one-time event to thank those that put in the playground, the people who bought benches & trees, the daffodil group, CRWP, 20+ scouts, etc; anyone who physically affected the park. Berger commented that his opinion was that as a Village we either operate as a team or we don't operate. We either all share or we don't share at all. He said he thinks the Village needs to recognize all the Village members in support of the park process, no matter what role they played, and that should be for everything. If the guys are doing culvert pipes on 306, that doesn't mean what happened in the office is any less important.

FO said her job description says she is the liaison between the employees and the elected officials. The email she sent to the committee reflected what employees in multiple departments expressed, not simply her personal opinion. She said she won't go to the luncheon because she doesn't have anything to do with the park. The Administrative Assistants do tasks for the park, the PD does tasks at the park, but only the SD get invited. She said they all get paid to do their jobs, but only one department will be recognized.

Berger suggested if the Village is going to correct the oversight, and invite the entire team, it is critical that the entire team show up and show support together for the park. That's the purpose of it. It is a team function, and the entire team should be there.

HR Committee Meeting  
May 4, 2023, 1:00 p.m. Village Hall

- AED discussion, need to completely replace AED in Village Hall related to inability to purchase pads fitted to current AED. Planned obsolescence? Also intent to purchase AED for Building/Streets. Police Chief to add to his order these 2 necessities, it is appreciated. Training Discussion, there are tutorials on YouTube, also training materials that accompany purchase. If necessary, training from a police or fire dept.
- ODJFS: The false claims of 'unemployment' are not yet resolved, Fiscal Officer still monitoring.
- Social media policy, addressed by Jim Budzik in April. To be added to handbook?
- Alleged SRV plow truck on snapchat, using a cellphone. Snapchat 'disappear'? Berger & Cavanagh ask if snapchat person was pushing snow into roadway? Unknown. Safety aspect emphasized. Hands-free, is it available on plow trucks?
- Discussion regarding Emergency Operation plan. Who speaks to media in dire emergency? The Mayor.
- Berger asked about including our cemeteries in Wreaths Across America. To be deferred to Parks/Properties Committee. (Reminder, SRV was not included 2022).
- Cavanagh discussed shirt with 100th dates & logo. Discussion, supplied to employees, available for purchase by Council.
- Comp time discussion: Berger discussed issue of Service employee needing comp time, then working full day the Saturday of Trash Day. Uses comp time, gets to 40 hours, then OT. Discussion continued with fact that neither Building Admin. Assistant nor Village Admin. Assistant are eligible for comp time. Evidently hired under different circumstances by different, previous Council. Discussion regarding non-exempt employees having similar benefits.

Respectfully submitted,  
Ruth Cavanagh, Chair HR

**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

**HR Committee Meeting  
March 2, 2023, 1:00 p.m. Village Hall**

Attendees: Mayor Koons, Fiscal Officer Romanowski, Council Berger & Cavanagh, Chief Rizzo.

Called to order at 1pm by Cavanagh.

--Chief Rizzo discussed the imminent advancement of Ed Svoboda to Sergeant and the probation period. Chief stated thoughts about purchasing time clocks, not necessary for his department considering all arrive on time, if not early, when they sign in on computer. Up to dept. heads.

--Rizzo gave thoughts on annual pre-requests of trainings for officers. Very difficult to anticipate. Committee desires trainings accessibility, as long as financially reasonable (No Hawaii). Cavanagh agreed, no 'pre' forms to fill out.

--Discussion of increasing boot allowance for Street Department, from \$125 to \$200 annually.

Cavanagh stated familiarity with outdoor winter weather, rain, steel toed, comfortable boots. Chief stated officers do not receive shoe allowance. Fiscal Officer stated husband's boots don't wear out in a year's time. Berger stated that with a 3 million dollar budget, SRV can afford the \$300 extra annual cost for 4 employees boots.

Fiscal Officer stated Office & Building receive no uniform allowance. Cavanagh offered she would like to have Polo shirts with SRV logo, to be worn at will on work days, paid for by SRV.

--NIMS brief discussion of Ethics, Sunshine laws, Public Records; need for compliance.

--Schedules/Shifts: Proposal from Streets to consider 10 hr. shifts, continued. Discussion related to 4 hrs pay deletion when attached to regular shift, if only short period of time, could be that particular time amount of Overtime (example: call-in at 5:45 am for 6:30am).

--Mayor discussed the upcoming potluck lunch on 3/16 @ 11:30.

--Cavanagh stated Blair didn't receive 2-year raise last June, 2022. Fiscal Officer stated 2 year is upcoming. To be determined.

Next regularly scheduled meeting April 6, 2023 @ 1pm.

Meeting adjourned at 2:29pm.

Respectfully submitted,

Ruth M. Cavanagh

## **HR Committee Meeting – 3/2/23 @ 1 pm**

### **Fiscal Officer Notes**

#### **Police Department:**

- Discussion was had regarding the promotion of Officer Svoboda to Sergeant and part-time employee Gavanditti to full-time at the Special 3/7/23 Council meeting. New salaries per salary schedule were discussed.

#### **Development/training/workshops:**

- Recommended training for elected officials is NIMS, Ethics, and Sunshine. Currently the committee has asked elected officials to get the NIMS training complete by 6/30/23 and submit their completion certificates to the FO for filing.
- Ethics and Sunshine trainings can also be recommended for elected officials. Fiscal Officer stated while she is the designee for officials to meet their Sunshine training requirement, she strongly recommends all officials take the training themselves as it is very valuable to understand the law. Sunshine training is required of elected officials once per term of office.
- Elected officials should get preapproval of training/conferences due to the costs and give an explanation following the training of what was learned or gained through the experience.
- Department heads will continue to manage their own department's training within their budget. However, any training away from the office for an extended amount of time, out of town, or involving a significant cost, must be approved by Council.
- FO to draft a 1-page training policy which should be put into place requiring training of newly elected officials and to revise the pre-approval training/conference form and bring back to committee.

#### **Disclosure Forms:**

- Mayor will review with the Service Department and get revised/corrected forms.

#### **Evaluations:**

- Complete for the PD and ADM.
- Mayor will get the SD and BD evaluations complete.

#### **ODJFS:**

- Jim from Mansour sent letter to ODJFS regarding fraudulent unemployment claims. The Auditor of State (AOS) sent out a notice that there is another new wave of fraudulent claims for local governments. The AOS is remaining neutral and will not be finding issue if local governments pay the fraudulent claims or if they deny payment. Letter and email from Jim filed.

#### **Timeclock:**

- As a follow up to a previous discussion with Council member Berger, FO researched prices of various timeclocks. The disadvantages with timeclocks included the ongoing costs associated with timecards, ink, and the need to have clocks in each building.
- The Chief and FO explained that currently the Village employees use Google Sheets for recording time. All employees clock themselves in independently except the SD employee where the Street Commissioner (SC) enters the employees' times. Unfortunately, sometimes this time is entered prior to the actual occurrence thereby not actually performing in the manner of a timeclock.



- After discussion, it was decided to put a laptop in the SD lunchroom, assign each SD employee with an email address and SD employees could individually clock themselves in and out at the beginning and end of the day. This process currently works well for all other employees.
- FO and Chief to get SD employees' emails set up and get a laptop to the Street Commissioner for timeclock purpose.

#### **Taxable Fringe Benefits:**

- Boot allowance for SD is currently \$125, SD is asking for \$200. Discussion pertained to shoe cost and length of use for replacement.
- FO shared a spreadsheet of uniform benefits per department. Full-time PD officers receive \$800 per year, part-time PD officers receive *up to* \$400 dependent upon the number of hours worked the year prior. This uniform allowance is to purchase uniforms, shoes, duty belts, coats, etc. For the SD the Village pays uniform company for rental & cleaning of uniforms ranging from \$894-\$1,255 per employee per year. This includes uniforms, shoes, sweatshirts, t-shirts, etc. and laundering. This does *not* include the additional \$360 per year in uniform contract costs with the company. The BD and Adm offices do not receive any uniform /clothing allowance. Cavanagh said she would be in favor of a clothing allowance for the BD and Adm if they wanted shirts/blouses with logos, etc.
- Discussion about uniform budget line item per department. The departments should be given a realistic uniform allowance budget number and the Department Head (DH) would have to manage all costs that are applied to that line item. If the Village is paying for uniforms, the employees should be required to wear the uniforms, and not jeans, shorts, etc. Shoe allowance could be increased to \$200, but the committee would want the specs on permissible shoes.
- Mayor to discuss with the SC to get prices from various uniform companies, specs for shoes. When a well-researched cost is determined, the line item can be adjusted accordingly for the department to operate within.
- The Employee Handbook can be amended to \$200 for boot allowance once shoe specs are determined.

#### **Safety:**

- FO explained that previously she handled safety for the Village. Last year the Mayor asked that the responsibility be transferred to the Street Commissioner (SC). FO asked if SC is handling all safety responsibilities. She explained there are multiple reports that must be filed throughout the year, accident reports to file should an injury occur, and work that is done with BWC when injuries occur. The Mayor stated his intention was for the SC to get training to educate his department on safety, not any reporting.
- It was discussed and determined that each DH will continue to be responsible for enforcing safety practices within their department and FO will continue with all safety BWC reporting.

#### **Callout:**

- Currently there is a 4-hour minimum callout. Discussion regarding callouts of 6:00 – 6:30 am when they run into a shift and how they are handled. FO spoke to Jim at Mansour who indicated when callouts run into a shift, they are typically not calculated at the full 4 hours, but perhaps a 2-hour minimum or actual time worked. This, however, would need to be reflected as such in the employee handbook.
- FO to have Jim prepare a draft amendment to this policy per what is the norm and FO will bring back to the committee.

**Schedule/Shift:**

- SD is asking to work 4 ten-hour days in the summer: M-TH with Fridays off. FO stated if this was going to be considered, she wanted it known that an inquiry was made about changing to 4 ten-hour days within the administrative offices. It seems to be a growing trend. She was asked about the idea but had not intended to address this issue with the committee now. She planned to think the concept through and be able to present to the committee what the benefits to the Village would be and how it would work in reality from a scheduling perspective. She stated ultimately it would offer increased office hours to contractors and residents if the BD office was open M-F 7 am until 5 pm but she would need to work out the details. The committee and Mayor had concerns about productivity and clarity of thinking for workers after 8 hours on the job. FO pointed out that the full-time PD work 12 hours per day and they carry guns. The FO stated it was her opinion there needed to be a benefit to the Village as well as the employee and reiterated that she had not intended to bring this up until proposal details were prepared, but since the subject came up, she wanted it known the administrative employees are also interested in the concept.

**Miscellaneous:**

- At a recent Council meeting the idea of employee badges was discussed, the Chief will prepare badges for the Building Inspector, Zoning Inspector and Fire Prevention Officer with the machine his department has.
- It was the opinion of the committee that job descriptions needed to be modified and updated. FO to contact Jim at Mansour to get a price on revising job descriptions and bring back to the committee.



Danielle Romanowski <fiscalofficer@southrussell.com>

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## HR Meeting 3/2/23 Minutes

1 message

Ruth Cavanagh <rcavanagh@southrussell.com>

Sat, Mar 4, 2023 at 2:07 PM

To: William Koons <mayor@southrussell.com>, Chris Berger <cberger@southrussell.com>, Ruth Cavanagh <rcavanagh@southrussell.com>, Danielle Romanowski <fiscalofficer@southrussell.com>, Michael Rizzo <policechief@southrussell.com>, Street Commissioner <streets@southrussell.com>

Attendees: Mayor Koons, Fiscal Officer Romanowski, Council Berger & Cavanagh, Chief Rizzo.

Called to order at 1pm by Cavanagh.

--Chief Rizzo discussed the imminent advancement of Ed Svoboda to Sergeant and the probation period. Chief stated thoughts about purchasing time clocks, not necessary for his department considering all arrive on time, if not early, when they sign in on computer. Up to dept. heads.

--Rizzo gave thoughts on annual pre-requests of trainings for officers. Very difficult to anticipate. Committee desires trainings accessibility, as long as financially reasonable (No Hawaii). Cavanagh agreed, no 'pre' forms to fill out.

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--Mayor discussed the upcoming potluck lunch on 3/16 @ 11:30.

--Cavanagh stated Blair didn't receive 2-year raise last June, 2022. Fiscal Officer stated 2 year is upcoming. To be determined.

Next regularly scheduled meeting April 6, 2023 @ 1pm.

Meeting adjourned at 2:29pm.

Respectfully submitted,

Ruth M. Cavanagh

**Human Resources Committee Meeting  
January 12, 2023, 1:00 p.m. Village Hall**

--HR meeting called to order 1pm, 1/12/23. Attending were Ruth Cavanagh, Chris Berger, Mayor Koons, Fiscal Officer Romanowski.

--Juneteenth federal holiday discussion. Added cost of an additional day off vs. take away personal day (example). Concluded to add extra holiday.

--Pre and Post approval for required CEU conferences, expenses, destinations. Suggestion to plan for each upcoming year. Many offerings unknown year in advance. TBC.

--FO Romanowski brought up need for all to complete NIMS (National Incident Management Training). Must be completed before FEMA involvement.

--Club, Business, Personal associations disclosure. Done annually, needs refreshed by all employees.

--Evaluations: Done by Dept. Heads. Mayor evaluates Dept. Heads.

--Civic Involvement: Veterans luncheon, After Prom, Wreaths across America. Discussion regarding public expectation, complaints (none), costs, safety. To discuss with Solicitor.

--Part time admin and building assistant: Discussion of Deb Hladky, retired Clerk. To recommend to Council, offer \$20/HR for Casual work--vacation, sickness only.

--Meeting adjourned at 2:30pm.

Respectfully submitted,  
Ruth M. Cavanagh