



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

**Fwd: HR meeting, 4/15/24**

1 message

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

Wed, May 8, 2024 at 12:15 PM

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From: **Ruth Cavanagh** <rcavanagh@southrussell.com>  
Date: Sun, Apr 21, 2024, 4:23 PM  
Subject: HR meeting, 4/15/24  
To: William Koons <mayor@southrussell.com>, Chris Berger <cberger@southrussell.com>, Ruth Cavanagh <rcavanagh@southrussell.com>

Sunshined HR meeting, 4/15/24, 2pm @ SR Village Hall, called to order by Cavanagh. Present: Councilmen Berger and Cavanagh, Mayor Koons, Fiscal Officer Romanowski.

Discussion regarding evaluation forms. Currently done per Department, with forms that work for each Dept. Berger asked, keep current (separate dept.) forms, or One Size Fits All? FO mentioned could ask Jim Budzik of Mansour Gavin for recommendation?

Follow up issues were:

- Records retention (follow State of Ohio)
- Evaluations Forms...Mayor sees each review by Dept. Heads  
FO stated need policy statement, acknowledgement of each review.

Handbook, p. 20, could accommodate revisions to reviews.

Mayor proposed review year run from June 1--May 31. Current probationary period remains 6 months. FO stated year run with calendar, January -- December. TBD. Further, evaluation forms can't change without HR recommendation, approval by Council...repeal current forms, submit new.

FO stated Mansour Gavin had Dept. Heads take PAQ (Position analysis), decide, are employees performing tasks included. Example given: Bldg admin is not Asst. Zoning Inspector.

HR makes recommendation of changes to job descriptions.

FO stated Deb Hladky involved with dog grooming business, unavailable for Admin fill-in. Councilman Berger discussed proposed HR Resolution 24-1, summarizing OT policy and meals during necessary callouts. Specifies hours worked, breaks to be expected, determinations by Dept. Heads. Cavanagh and Mayor in agreement.

FO stated need for policy statement regarding \$50. gift card for retiring Board members, or \$100. gift card for former employees/funeral flowers/acknowledgement/memorial.

Further: still need for policy of travel and training.

Meeting adjourned at 3:16 pm.

Ruth Cavanagh, Chair

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