

MINUTES
Personnel & Policies Committee
April 23, 2018

The meeting was called to order at 6:00 p.m.

Roll call found the following Committee Members present: Chairman Todd Dammeyer, Kent Paulus, and Lance Steinbrunner. Also, present was Village Administrator Rodd Hale, Fiscal Officer, Kathy Ording, and Utilities Superintendent, Kyle Francis.

A motion was made by Kent Paulus to approve the agenda, seconded by Lance Steinbrunner. Vote: all yeas.

The minutes from the August 9, 2017 meeting were presented. A motion was made by Kent Paulus to approve the minutes, seconded by Todd Dammeyer. Vote: all yeas.

The committee held discussion regarding recommended changes to the Personnel & Policy Manual. Administrator Hale outlined the recommended changes. The proposed changes included the following language.

➤ **Proposed Revision:**

Article 9 – Sunday, Holiday, and Overtime Payment

Section 9.02 Holiday Pay-4th Paragraph

~~Police, Water, and Wastewater Department personnel~~ Village employees required to work on the day observed by the Village as the holiday or the actual holiday shall be paid at one and one half (1-1/2) times their regular hourly rate of pay for actual time worked plus pay for the holiday at straight-time rate.

Note: This should apply to all Village personnel, not just Police/Water/Wastewater.

Article 9 – Sunday, Holiday, and Overtime Payment

Section 9.08 On-Call Compensation be changed from current \$15 per day to \$20 per day.

Note: The on-call compensation rate has been at \$15 per day since 2006.

Article 13 – Vacation Schedule

Section 13.01 Vacation Schedule

Employees over five (5), but less than ten (10) years of continuous employment shall be granted eight (8) additional hours of vacation for each year of service over five (5) years.

Example - Someone with seven years of service would receive 80 hours of vacation plus 16 hours of vacation for the two additional years over five. Once the employee reaches year ten they would then fall into the vacation schedule as it currently stands as they would earn the full three weeks of vacation until

the next step. This is an incentive for the younger tenured workers who currently have to wait ten years before they can earn any additional vacation time.

Section 13.05 -Vacation time off may be taken in one (1) hour increments and must be pre-approved by the supervisor or management.

Note: The current policy states that vacation shall be taken in four-hour increments. From a management perspective, with regards to hourly employees, it provides more flexibility to allow 1-hour increments. With this change, management has the ability to approve 1-hour increments which allows the Village to get three more hours of production (especially true when working in pairs) versus having them leave for an entire half a day. This also allows workers with less vacation time to break up their vacation time with weekends and holidays to give them more opportunities for vacation. This change would not cost the Village financially and would not increase vacation hours. This has been discussed with Kathy Ording who has confirmed our system will allow this without any major problems or additional work. Additionally, we have been allowing sick time in ½ hour increments for many years.

Article 21 – Travel and Expense Reimbursement/Village Credit Card Use

Section 21.02 Expenses are limited to the following:

Item Number #7 – Meal Reimbursement

Note: The per diem dollar amounts for breakfast, lunch, and dinner have been in the manual for a long period of time and have not kept up with inflation.

Currently our per diem is:

Breakfast	\$7.50
Lunch	\$10.00
Dinner	\$17.50

The request is to change the amounts to be equal to the second lowest US Government Services Administration recommended amounts for Ohio (see attached) of:

Breakfast	\$12.00
Lunch	\$13.00
Dinner	\$24.00

Section 9.01 Overtime

Time and one-half (1-1/2) the employee's regular rate of pay applicable to the hours worked shall be paid to all employees for all hours worked each work week in excess of forty (40) hours during the work week.

Normally, overtime must be authorized by the immediate Supervisor in advance of the overtime being worked. Failure to obtain authorization prior to commencing overtime work may subject the employee to discipline, up to and including discharge.

Salaried, executive, professional, and administrative employees are exempt from overtime.

There shall be no duplication, pyramiding or compounding of overtime pay. Overtime pay earned for work performed on Sundays or holidays may be utilized to offset overtime payable for hours worked in excess of forty (40) hours during a given work week.

Hours worked for purposes of calculating overtime shall include all hours during which an employee is physically present and on duty in an assigned work station. ~~and/or assigned duty hours off work which are paid (e.g., paid sick days).~~

After discussion, a motion to recommend to council to amend the Personnel & Policies Manual as proposed above was made by Lance Steinbrunner, seconded by Kent Paulus. Vote: all yeas.

The committee then discussed the need to have the Personnel & Policy Manual, along with the formal Village Position Descriptions, reviewed by a professional firm with experience in municipal human resource methods and procedures. Additionally, the committee recommended Administrator Hale get a price quote for having a wage study completed for making sure the Village is staying current and competitive with their employee wages. After further discussion, a motion was made by Kent Paulus, seconded by Lance Steinbrunner, to have Administrator Hale get pricing for a Personnel & Policy Manual, Village Position Descriptions, and a Wage Study update. Vote: all yeas.

With no further business to conduct Lance Steinbrunner made a motion to adjourn the meeting, , Kent Paulus seconded. Vote: all yeas.

Chairman

Rodd Hale, Village Administrator