

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, met in Work Session on December 15, 2014, at 5:30 p.m., at 2090 Ferry Road, Sugarcreek Township, Ohio 45305.

1. Mr. Bryant called the meeting to order at 5:30 pm.
2. Mr. Hodson called the roll with Board Members Nadine Daugherty and Scott Bryant being present. Mr. Pittman was absent. In addition to Mr. Tiffany, Township Administrator, others present were Chief Pavlak, Chief Brown, Cara Tilford, Chris Zappanti, Jim Martin, Barbara Burson, Mark Yandrick and Donna Hellman.

Discussion Items: Personnel Manual – Mr. Tiffany said extensive changes have been made to the Personnel Manual. He said Nadine has worked with Karen on this and that the changes made have been reviewed by legal. Karen presented the Board with the following outline of the Manual and the articles effected by the changes.

1.2 How to use this document

- Removed the wording where every employee will receive a copy of the document.
- Added that each department will be issued a copy of the document and have it readily available to any employee within their department
- Added that a copy of the document will also be available on the M:drive in the Administration folder/Human Resource Folder/Personnel Manual.

1.4.4 Added Township Logo and Form

Removed Section 1.9 Management Rights

-Mr. Tiffany mentioned the removal was suggested by legal since they were 'understood'.

1.9 Separated EEO and Americans with Disabilities Act

1.10 Added a separate section for ADA

1.11 General Definitions

- Removed Classification
- Removed Flexible Hour Employee
- Changed the wording on Part-time Employee
- Changed the wording on Seniority
- Changed the wording on Volunteer Personnel

2.1 Added Position Application Process

- Removed New employees
- Added New Employee Process
- Added Current Employee Process

Removed Section 2.1.1 Application Process

2.1.1 Added Reclassification of Position

2.1.2 Residency Requirement

- Changed the length of time an employee has to notify us of residency change from 2 days to 7 days.

Mr. Bryant asked how we have people live in a certain areas and how do we deem them necessary. Chief Pavlak said it is in their contract along with the distance away they can live for emergency response. Chief Brown said it was not in their contracts. Mr. Bryant asked how we let people know. Karen said when they are hired and through their job description.

2.1.3 Probationary Period

- Changed the probationary period for Part-time, Temporary Part-time, and Volunteers to reflect the wording in ORC123:1-19-04.

2.1.5 Identification and/or key fobs

- Added that employees are required to have their identification card with them at all times
- Changed the cost to replace cards/fobs from \$10 each to \$5.00 each

2.1.6 Changed to Appointment of Relatives and Significant Others

- Added language regarding significant others

2.1.6a Added Significant Others to the title

2.1.6b Added Romantic Involvement

2.2 Promotions

- Removed seniority wording from promotions

2.3 Demotions

- Added Change in Classification to the title

2.4 Added separate section for Seniority

2.7 Added Fraud Reporting

3.2 Employee Evaluation System

- Changed probationary employee to halfway through probationary period and from 10 days prior to year anniversary date to 20 days prior

4.1 Removed Position Classification Plan from Section

Removed 4.2 Use of Classification Plan

Mr. Bryant noted that there was a typo and that 'insure' should be changed to 'ensure'.

Removed 4.3 Development of Classification Plan

4.6 Changed to Maintenance of Classification Plan

- Removed bullet #4 regarding classification plan

5.1.1 Changed name to Payroll Errors/Improper Deductions

Removed 5.1.2 Maintenance of Pay Plan

5.1.3 Compensatory Time

- Changed the wording for police and fire referencing employee to the CBA

5.1.4 Longevity Pay

- Added the wording full-time employee
- Changed the years of service needed in order to earn longevity pay

5.2 Standard Work Week

- Added wording regarding part-time employee hours

6.5.2 Added Held Holiday

Removed 6.10 Injury Leave

6.11 Funeral and Bereavement Leave

- Changed to reflect language in CBA

6.12.3 Notice

- Added verbage regarding sick leave abuse

6.12.5 Catastrophic Sick Leave

- Firmed up the steps to requesting sick leave donations and how much time could be donated.

6.14.1 Qualifying Reasons for Taking FMLA

- Updated language

6.14.2 FMLA Limitations

- Updated language

6.15 Added Lactation Breaks.

Karen mentioned that we will need to designate a specific room only after an employee gives birth.

7.2 Insurance – Part time employees

- Removed language regarding medical insurance
- Removed the amount of the life insurance policy

Removed 7.3.1 Uniform Allowance – Police Department

7.7 Educational Benefit Program

- Outlined requirements to receive reimbursement

Removed 7.8 Suggestion Program / Cost Consciousness

Removed 7.8.1 Approval

8.2 Renamed to Tobacco-free, Nicotine-free and Vapor-free Workplace

- Incorporates all three into the language

8.3 Renamed to Rules of Conduct and Performance

Mr. Bryant asked if in 8.4 if we have the right to select any discipline. Mr. Tiffany responded that we did.

8.7.2 Renamed to Unlawful Discrimination and Harassment

- Beefed up language, gave definitions and examples.

8.7.3 Added Workplace Violence

Moved 8.7.4 Personal Involvement to section 2.1.6b

8.10 Changed to Use of Video, Recording Devices, Cellular Telephones, and/or Still Cameras by Township Employees in the Workplace

- Added language regarding use of personal devices
Mr. Zappanti thought there were several questionable issues here. A general discussion ensued, mostly about the use of personal phones instead of having a Township phone and if so would the user receive some sort of reimbursement. Discussion on this issue is to be continued and resolved before the first meeting in January.

9.1 Renamed to Grievance Policy

9.2 Added Grievance Defined

9.3 Added Disciplinary Action Defined

9.4 Added Contents of Grievance

9.5 Added Grievance Procedure Steps

9.6 Right to Counsel (was previously 9.2)

9.7 Renamed Citizen Complaint Procedure

Mr. Bryant said he thought all complaints should be handled by the Department heads. Chief Brown said that complaints are taken by others in his department but all cross his desk for final disposition.

11.4 Cashing of Sick Leave at Retirement

- Added wording related to the payout being at the rate of pay at the time of retirement and shall not exceed 1600 hours

12.2 Payout Procedure

- Added step 4 regarding the accumulated leave payout form

Removed Appendices

Removed Forms

Mr. Bryant said we only have five minutes remaining and asked if there was anything else. Cara said there will be a public hearing at the January 5th meeting for the Pape farm development.

Mr. Bryant moved to adjourn. Mrs. Daugherty seconded. Roll was called with the vote being as follows:

Mrs. Daugherty – Yes

Mr. Bryant - Yes

The meeting adjourned at 6:51 pm.

Theodore L. Hodson, Fiscal Officer