

Special Session of Village Council

January 24, 2017

Call to Order

The Special Session of Council was called to order by Mayor Bryant at 7:00pm. The meeting was opened with the Pledge of Allegiance.

Roll Call

Roll Call was completed by the Clerk of Council. The following members were present.

Kiley Dane – P

Rebecca Isaacs-Niemesh – P

Judy Neal – P

John Poe – P

Benjamin Steiner – P

William Thompson – P

Purpose

The purpose for the meeting was to review and/or implement changes to the Village Personnel Policy Draft.

Fiscal Officer Knell provided a draft titled *Village of Morrow Employee Handbook* for Council members and provided an overhead projection view of its contents. The notations and prior recommendations were identified on various pages and offset in the margins for quick reference. Knell advised she spoke with Steve Wagner for insight on one or more items. She began with comments noted on page 12, with a request from Councilwoman Neal for one bullet item to be removed under Disqualification of Applicants. Neal gave basis for her reasoning. Kaspar commented. Discussion followed; all were in agreement. Knell highlighted the Employee Performance section regarding the timing of a probationary period review requirement. Discussion followed. She proceeded to the Ethics section on Open Door Policy, commenting on the chain of command before contacting Council. Solicitor John Kaspar advised if the issue involves personnel matters, the Sunshine Law requires discussing it in open session on the record. He suggested bringing matters to Executive Session when warranted. All were in agreement with the corrected notation.

Medical Examinations, Applicants and Employees were discussed. The question was raised whether Auxiliary Police Officers should pass physicals prior to hire. The Mayor stated all police officers should pass a physical. Neal suggested they should pass before hire and asked for input from Council members. Discussion followed. Solicitor Kaspar commented on the probationary period for employees. Kilburn commented on the formal training officers receive prior to hire and commented on random drug testing requirements. The issue was tabled. Knell requested clarity on Earned Rest hours section. Councilman Steiner provided additional information. Discussion followed. The focus moved to page 20, Travel Expenses and Insurance. Knell read a passage regarding Insurance; Neal commented and stated she felt the language should be included. Kaspar asked what happens if employees don't have insurance; he commented and gave an example. Knell asked how the Village could compel her to do that. Kaspar commented. Councilman Steiner stated an employee may not operate a Village vehicle without a valid Driver's License. Discussion followed. Kaspar and Thompson agreed an employee would experience discipline or perhaps discharge if the Village was not advised of a loss of Driver's License. Kaspar stated certain language should be included in the Job Description. Under Medical and Dental, Police Chief Kilburn commented on insurance and recommended the 30 days provision be deleted.

Knell discussed prior Holidays. Isaacs-Niemesh posed a question. Councilwoman Dean advised the County traded the Columbus Day holiday for the day after Thanksgiving. Regarding Personal Days, Thompson stated he spoke with two employees regarding days off with former employers. Three personal days were proposed. Thompson commented regarding vacation days. The Mayor stated we should give ½ day Christmas Eve vacation. Thompson stated we can adjust Personal Days.

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Motion by Isaacs-Niemesh that employees receive ½ day paid holiday on Christmas Eve; second by Neal. Five yea, one nay by Thompson.

Personal Days were discussed. Twenty-four hour notice and paperwork required. Knell discussed Comp Time on pages 22 and 23 of the draft document. Discussion followed regarding whether Council's approval or notification was needed. Poe stated we are legislative, not administrative. Thompson commented. Kaspar stated it's safer for notice to go to Thompson; he added the administration must be politically responsible. Discussion followed. Kaspar advised he believed notice would be more appropriate.

Knell discussed Steve Wagner's comments on Sick Pay. Neal posed a question and provided an example of *active pay*. Knell stated an observation; Dane stated a personal experience regarding planning for major medical issues. She stated it should count as active time. Knell stated vacation does not accrue sick time. The Fiscal Officer read a passage which was questioned by Neal regarding Medical Leave. Councilman Steiner commented regarding on the job employee injuries. Kaspar asked the issue be tabled to allow him time to review. Sick Leave accumulation was discussed, 960 hours. Isaacs-Niemesh stated a personal experience. Chief Kilburn advised he brought his leave from ODOT and Solicitor Oda checked into it at that time. He stated vacation time can be donated, not sick time. Dane questioned what happens if leave is capped. Isaacs-Niemesh clarified with regard to retirement, stating capping the payout at retirement relates to Village funds, not hours earned.

Funeral Days were clarified to stipulate per death, not per year. With regard to Jury Duty, the consensus was to deduct the pay for Jury Duty from the employees' wages. Knell discussed the Use of Village Vehicles, commenting the Audit comments referred to it as a taxable benefit. Isaacs-Niemesh clarified her comment did not refer to Police. Thompson commented about after hours use of vehicles. Kaspar advised addition of *outside scope of employment*.

Uniforms were the next area of discussion. The Mayor commented on the Public Works employee uniforms. Chief Kilburn provided a photo of Hanna's uniform in 9 degree weather. He suggested uniforms and water boots be purchased. Knell requested clarification on Contact with the News Media. It was stated the Mayor, then the Vice Mayor or Chief of Police if designated. Neal commented. Knell stated she added *including school district tax* to Personal Status Change. All were in agreement.

Vacation allowance given at end of year was discussed with concern that proposed vacation would allow new employee after 3 months 80 hours of vacation. Thompson stated a person should not work for the Village three months and have 80 hours of vacation. For the February meeting, Knell stated she would work to adjust vacation based on time worked. Buying back vacation was also tabled.

Motion by Thompson to postpone the third reading of Ordinance #3-16; second by Neal. All yea.

Motion by Poe to adjourn to Executive Session at 8:30pm; second by Neal. All yea. The Mayor stated Knell would join Council in the Executive Session. Motion by Poe to return to Regular Session at 8:56pm; second by Isaacs-Niemesh. All yea.

Adjournment

Motion by Isaacs-Niemesh to adjourn; second by Poe. All yea.

Nichole Knell, Fiscal Officer

York Bryant, Mayor