**Special Beavercreek Trustee's Meeting**

**Thursday, January 26, 2012**

Mr. Glaser called the Special Trustee Meeting to order at 1:02 P.M. Those present were Trustees: Robert Glaser, Carol Graff and Dan Paxson. Fiscal Officer, Christy Ahrens was also present. Staff present: Township Administrator Alex Zaharieff, Assistant to the Fiscal Officer James Barone, Road Superintendent Tim Parks, Fire Chief David VandenBos, IT Manager Jeff Terry, Zoning Administrator/Inspector Victoria Long, and HR Manager Trish Gustafson.

The purpose of this Special Meeting is to meet in Open Session to discuss possible revisions to the Beavercreek Township Policy Manual.

Discussion began on Page 34 of the modified Township Personnel Policy Manual. Section V Benefits: 8. Wellness Incentive – General discussion occurred regarding what this incentive costs the Township and whether it should be an incentive for non-exempt employees only. No changes were made.

Page 34 - Section V Benefits: 9. Workers' Compensation – Mr. Paxson asked who approved Workers' Comp claims. Mr. Glaser asked Ms. Gustafson is she certifies the Township claims. Ms. Gustafson replied, "Yes, I do." General discussion occurred regarding Trustee involvement and Ms. Gustafson stated that, "Alex knows what's going on at all times and he's aware of all claims". Mr. Paxson asked if there were any questionable claims. He feels that Trustees should be kept aware of questionable claims. The Trustees would like the Township Administrator to update them on questionable Workers' Comp claims by including it in his Week In Review.

Page 37 - Section VI Miscellaneous: 1. Employee Medical Examinations – Paragraph 5 – Mr. Paxson asked who brings forth the complaint if an employee is questioned as to his/her ability to perform his or her job duties. Mr. Paxson also asked what defines "fit for duty". General discussion occurred regarding: "fit for duty" and if there is a safety concern and what job functions the employee needs to be able to accomplish according to their job description.

Page 39 - Section VI Miscellaneous: 6. Home Based Work – Mr. Paxson stated that he did not think that the Township should have this policy as work cannot be tracked nor supervised. General discussion occurred regarding the IT Manager's position and use. Mr. Paxson agreed that the IT position obviously has different requirements to fulfill his job and that he has no control over when a computer system might need attending to or would be best attended to. Mr. Zaharieff stated that the Administrator is the one approves or denies this work based on the need. General discussion occurred: Ms. Graff wants to leave the section in for now; Mr. Paxson stated it should be based on a Township emergency need, not based on an employee need.

Changes to Page 39 - 40 - Section VI Miscellaneous: 6. Home Based Work – The first four paragraphs in this section are to be deleted. The Home Based Work section is to begin with paragraph five: "Home Based Work shall be used in accordance with the following guidelines…". Home Based Work - Approval, # 2, Letter a, shall read, "On an emergency basis, the Department Head and the Township Administrator, when asked to approve a Home Based Work schedule will consider issues such as…". General discussion occurred regarding scheduling and use of Home Based Work.

Page 41 - Section VI Miscellaneous: 6. Home Based Work - # 4 – "Home Based Work shall be documented on the Township approved timesheet as regular hours" and signed by the Township Administrator.

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Page 41 - Section VI Miscellaneous: 8. Travel Expenses – The first paragraph, third sentence shall read, "Full-time, regular employees will be reimbursed for mileage when using their private automobile while discharging duties connected with their employment."

Page 44 - Section VI Miscellaneous: 9. Retirement – General discussion occurred regarding "an offer through their pension system" and the time frame. No changes were made.

Page 45 - Section VI Miscellaneous: 12. General Appearance and Tattoos – Paragraph two, "The Township does allow non-safety sensitive positions to wear jeans on Friday." Mr. Paxson stated that he does not think wearing jeans is appropriate. Discussion occurred regarding what type of work is being done. Friday will continue to be the only day that non-safety sensitive position may wear jeans. General discussion occurred regarding: the perceived factors that could be used to determine whether jewelry and tattoos pose a conflict with the job.

Page 46 - Section VI Miscellaneous: 13. Computer Usage – Mr. Paxson asked if everything in this section was necessary. The answer was yes.

Page 49 – 52 - Section VI Miscellaneous: A Section not numbered, but should become 14. Media Defined – Discussion occurred regarding who can speak for the Township. Elected Officials are not employees and are not subject to the last paragraph of Media Defined on Page 52. The first sentence of the last paragraph of Media Defined on Page 52 shall read, "Only the Township Administrator, or an elected official, is permitted to speak to any member of the media." General discussion occurred regarding Facebook.

Page 52 - Section VI Miscellaneous: Currently numbered 14. Workplace Violence – The first sentence shall read, "Acts or threats of physical or verbal violence (including intimidation and/or harassment and/or coercion) which involve or affect the Township or its employees or which occur on the Township's property, or while on or off duty, will not be tolerated."

Page 53 - Section VI Miscellaneous: 15. Firearms – Mr. Paxson asked if this section was necessary since it is already a federal law. Mr. Glaser pointed out that some of the verbiage in this document is going against the new federal law. Mr. Surdyk will review this section so that it is not in violation of the new law.

Pages 54, 55, 56 - Section VI Miscellaneous: 17. Drug and Alcohol Free Workplace – Sections 17.2, 17.8, and 17.8.1 were discussed in general with no changes made besides formatting changes under 17.8.1 – Testing Parameters.

Page 62 - Section VI Miscellaneous: No Number given yet – Public Records Policy - The Fiscal Officer and Township Administrator have had conversations regarding this topic however; none of the changes were incorporated into this document. The Fiscal Officer and the Township Administrator will work on the wording.

Page 63 - Section VI Miscellaneous: No Number given yet – Driving – General discussion occurred. No changes were made.

Page 72 - Section VII Procedures: 7. Wireless Equipment Use Policy – Responsibility and authority - The first sentence shall read, "The Department Head shall be responsible for:"

Page 72 - Section VII Procedures: 7. Wireless Equipment Use Policy – Usage – All paragraphs shall state, "Department Head" instead of Supervisor.

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Page 72 - Section VII Procedures: 7. Wireless Equipment Use Policy – Usage continued – shall state, "Department Head" instead of Supervisor.

Page 72 - Section VII Procedures: 8. Inclement Weather –All paragraphs shall state, "Department Head" instead of Supervisor.

Page 74 – Discussion occurred on the last sentence, added in red, "All employees are required to sign a Recreational Waiver on an annual basis (form PERS 008.)" It was stated that the sentence was added so that employees don't file Workers' Compensation claims frivolously.

Page 75 and 77 – The Fiscal Officer asked that the Acknowledgment pages reflect the actual document name in its entirety.

**2012-039** Ms. Graff made a motion to Adjourn at 3:10 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

Trustee: _____

Fiscal Officer: _____