**Special Beavercreek Trustee's Meeting**

**Wednesday, May 16, 2012**

Mr. Glaser called the Special Trustee Meeting to order at 1:30 P.M. Those present were Trustees: Robert Glaser, Carol Graff and Dan Paxson. Fiscal Officer, Christy Ahrens and Legal Advisor Robert Surdyk were 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.
Guests: Michael Connolly, Scott Hadley, Ryan Tucker, Alan Trimbur, and Alex Ferguson.

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

Mr. Glaser stated that there were three outstanding items to the Personnel Manual that needed to be discussed: 1) Mr. Surdyk's Changes; 2) Paid Leave for Part-time Firefighters; and 3) Deputy and Battalion Chief Resolutions.

General discussion occurred regarding Minutes versus Resolutions in regards to the Deputy and Battalion Chief Resolutions. Ms. Graff stated that we follow what we approved in the form of the Resolutions. Mr. Paxson stated that he felt that the positions and employees should fall under the Personnel Manual to keep things consistent. Discussion occurred regarding the Deputy and Battalion Chiefs working forty hour work weeks versus 24/48 hour work shifts. The Trustees decided to keep the Resolutions in place.

Discussion occurred regarding paid leave for Part-time firefighters. Fire Chief David VandenBos stated that according to Mr. Mullin's Memo of January 13, 2012, from Taft, Stettinius & Hollister, that states if a jurisdiction has three or more full-time firefighters, that is has to provide all employees of the fire department with at least two weeks of paid leave. Based upon that memo, Chief VandenBos recommends paying all part-time firefighters two weeks paid leave and including such in the Personnel Manual.
Discussion occurred on: budget; how much this would cost; and if the Township Fire Department could afford it.

Mr. Paxson had concerns: 1500 program for part-time firefighters versus the Shifted program. He stated that the department has given many benefits to the part-time firefighters and now vacation, his concern is what's next? He would like the whole Part-time Firefighter Program evaluated. Mr. Paxson stated that some Road personnel don't get this amount of leave and they are full-time. Ms. Gustafson pointed out that part-time firefighters work more hours than Road personnel. In any case, if any language is added to the Manual, it will be the legal opinion, not what is in the current copy of the Manual before us today.
Discussion occurred on when this paid leave for part-time employees is supposed to start.

Mr. Glaser stated that the Township should give the two weeks since it's by law. Mr. Paxson stated he would like another opinion and suggested contacting the Attorney General's Office for an opinion. General discussion occurred.
The Trustees decided to contact the Ohio Attorney General's Office for an opinion on this topic. In the meantime, the Township will continue to follow what is currently in the Personnel Manual. Mr. Glaser would like the letter to include what Beavercreek Township is currently providing and ask the Attorney General if that meets the criteria of the state. Ms. Graff brought up vacation accrual and the need to keep things consistent. There needs to be clarification.

Mr. Surdyk's changes were presented and discussed as follows:

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Under Section I – General Statement – 1. Introduction, Sixth Paragraph shall read,
"To the extent this Manual conflicts with any Collective Bargaining, Maintenance, or Resolutions, in effect for employees, the terms of the agreements shall prevail for those employees."

Page 4 – Immediate Family – The Trustees want to keep – Immediate family – the employee's spouse or partner, spouse's or partner's immediate family, child (including foster or step child), parent (including foster or step parent) and sibling ( including foster or step sibling).

Page 15 – Disciplinary Procedure – Discussion occurred regarding Department Head versus Supervisor. Discussion occurred regarding verbal warnings and the change that the document now calls disciplinary action Documented Coaching Sessions, and that there are different levels. Ms. Graff asked many questions concerning what actions constitute different levels. Mr. Glaser explained.

Page 50 – Discussion on the fact that IPad should be added in the Computer Usage Section.

Discussion occurred regarding Bereavement Leave. For now, the Township needs to keep the same definition as it follows the Collective Bargaining Agreements. This topic, if wanting change, should be introduced when the Township re-negotiates the Collective Bargaining Agreement.

Ms. Gustafson stated that there is a case regarding drug testing that could change the way our Manual currently reads concerning Employee Drug Testing. She and Mr. Surdyk will work together to make sure the section reads legally appropriate.

Discussion occurred regarding a form for Harassment & Discrimination. Mr. Surdyk recommended keeping the Manual less detailed. It was decided there should be a form created, but that it should not be in the Manual.

Discussion occurred regarding Comp Time: the term and how it applies to salaried employees earning comp time.

Discussion occurred regarding the Standard Work Week – Page 21. Mr. Glaser wants it stated there is a standard time – Monday through Friday 8:00 A.M. to 4:30 P.M. and that the Township Administrator may change a standard work week schedule upon notification to the Township Trustees.

**2012-200** Mr. Paxson made a motion to Adjourn at 2:30 P.M. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Glaser, yes.

Trustee: _____

Fiscal Officer: _____