**Special Beavercreek Trustee's Meeting**

**Wednesday, January 18, 2012**

Mr. Glaser called the Special Trustee Meeting to order at 1:03 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.

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 19 of the modified Township Personnel Policy Manual. Section IV Working Hours and Leave Policies: 1. Standard Work Week – Discussion occurred regarding Mr. Paxson's question to define what the Standard Work Week is. Mr. Glaser stated the Standard work week is 8am-4:30pm Monday through Friday, except for shifted employees. Discussion occurred regarding the Road Department's hours, as they differ in the summer and winter according to the necessary work needing to be done. Ms. Graff asked if a forty hour week, with offices open at core hours is a fair statement. Mr. Glaser stated that he wants the core work week to be 8am-4:30pm and personnel to be at work, working during those hours. Discussion occurred on people not being at work during those times and how there is no tracking. Ms. Graff stated she thinks the way the Township operates now is fine and wants to keep it the same: employees just have to work their forty hours per week with no time schedule, as long as they get in their hours. Mr. Glaser stated that he is tempted to show this to the public and questioned how this modified document got this way in the first place. Discussion occurred regarding Flextime. Mr. Glaser stated that salaried employees do the job until it's done. Discussion occurred on salaried employees versus exempt employees. Discussion occurred again regarding all employees, except shifted and contracted Road Department personnel, working core work hours. All Administration Offices are to be open 8am-4:30pm – this is a policy the Trustees have already approved and should currently be enforced. The Trustees made it very clear that the Township Administrator will be held accountable if these hours are not enforced.

Changes to Page 19 - Section IV Working Hours and Leave Policies: 1. Standard Work Week – The first sentence shall read, "The standard workweek for employees shall be 40 hour per week." Everything else in that first paragraph and the entire second paragraph, all in red, will be deleted.

Section IV Working Hours and Leave Policies: 1. Standard Work Week – The third paragraph was discussed in regards to: Beavercreek Township may alter the work schedule to remain in compliance with current labor agreements, or to improve the efficient delivery of services. The Township Administrator establishes the regular work hours of employees and may change the number of hours per week, which days of the week are worked and/or the hour of the day employees are to report, whenever he/she finds it necessary. Each fulltime employee shall be entitled to receive two (2) ten minute work and one thirty (30) minute lunch break per shift. Employees may be permitted to combine their lunch break with their two (2) ten minutes breaks with Supervisor approval. Because of the constant need for fire protection, fire personnel should follow departmental policy with regard to breaks."

The entire fourth paragraph in the modified manual, beginning with "Starting times…" shall be eliminated.

Changes to Page 19 - Section IV Working Hours and Leave Policies: 2. Computation of Pay – The second and third sentences shall read, "An exempt

employee's pay shall be computed on the basis of a bi-weekly pay period. Pay dates will be determined by the Township Administrator and the Fiscal Office."

Changes to Page 19-20 - Section IV Working Hours and Leave Policies: 3. Overtime– Mr. Surdyk recommended changing the first sentence to, "Overtime will be paid to appropriate employees classified as non-exempt in accordance with applicable law."

Discussion occurred regarding #4. Call In Pay for Hourly Non-Exempt Employees and the fact that this refers to time not scheduled. It is only for emergencies.

Changes to Page 20 - Section IV Working Hours and Leave Policies: 4. Call In Pay for Hourly Non-Exempt Employees – shall be changed to: 4. "Emergency Call In Pay for Hourly Non-Exempt Employees".

Changes to Page 21 - Section IV Working Hours and Leave Policies: 7. Special Periods shall be changed to "Cancellation of Leave Request". The sentence shall read, "The Township Administrator or a Supervisor may cancel leave requests of any kind during special periods such as an emergency situation or departmental need.

Changes to Page 21 - Section IV Working Hours and Leave Policies: 8. Holiday Leave – Discussion occurred regarding Ohio Revised Code 511.10 which states,

Any township employee working on a salary or hourly basis is entitled to eight hours of holiday pay for New Year's day, Martin Luther King day, Washington-Lincoln day, Memorial day, Independence day, Labor day, Columbus day, Veterans' day, Thanksgiving day, and Christmas day, of each year, provided that the employee is a regular employee with at least six months full-time township service prior to the month when such holiday occurs. Holidays shall occur on the days specified in section 1.14 of the Revised Code.

The Trustees have not been consistent with following this code and have at times granted certain employees Holiday Pay from the date of hire. For purposes of this manual, the Fiscal Office would like to have all employees treated the same in order for there to be consistency. Mr. Paxson stated that the Township should not give anything away and should follow the code. General discussion occurred.

**2012-021** Ms. Graff made a motion to grant Holiday Leave, according to the Township Personnel Manual, from the date of hire. Mr. Glaser seconded. Roll Call: Ms. Graff, yes; Mr. Glaser, yes; and Mr. Paxson, no.

Changes to Page 21 - Section IV Working Hours and Leave Policies: 8. Holiday Leave – The first paragraph shall read, "Beavercreek Township will grant ten (10) paid holidays to all regular full-time employees and regular part time employees. The holiday schedule will be prepared each year by the Township Administrator and presented to the Board of Trustees for approval no later than the first meeting in December."

Changes to Page 21 - Section IV Working Hours and Leave Policies: 9. Personal Leave – Discussion occurred regarding the shortest time increment to be taken for leave. The current policy states one hour. The modified policy changes this to one half hour. It was decided that the shortest time increment for any leave to be taken is one hour. This change shall be incorporated everywhere in the manual it describes time increment of any type of leave.

Changes to Page 22 - Section IV Working Hours and Leave Policies: 9. Personal Leave – The first paragraph, last sentence shall read, "(This section does not apply to Full Time Firefighters.)".

Page 22 - Section IV Working Hours and Leave Policies: The Personal Leave schedule for shifted Part-time Firefighters - Discussion occurred regarding a code section and two weeks paid leave. There was general confusion on this section: why it is being added and are the numbers correct. This section was put on HOLD.

Changes to Page 22 - Section IV Working Hours and Leave Policies: 10. Vacation – General discussion occurred and the Trustees desire to have this section remain how it reads in the current Personnel Handbook.

Discussion occurred regarding the agreements the Fire Deputy Chiefs and Battalion Chiefs have with the Township. These agreements allow these positions to carry over vacation, which other Township employees are not allowed to do. For purposes of this manual, the Fiscal Office would like to have all employees treated the same in order for there to be consistency. Discussion occurred regarding Mr. Glaser and Ms. Graff thinking that those agreements were for specific people when they were promoted to those positions, not for the positions themselves. Upon being provided copies of the agreements, both Ms. Graff and Mr. Glaser acknowledged that the Resolutions were passed based on position, not specific employees. Discussion occurred regarding the use or lose policy for vacation leave. The Trustees would like the verbiage, "use or lose, except for specific reasons" to be included where appropriate in this section. The Trustees will come back to this section and these agreements for further discussion in the future.

Changes to Page 23 - Section IV Working Hours and Leave Policies: 10. Vacation – The newly added first section stating, "Years of Service" and the entire table that accompanies it shall be deleted. The second section, which the modified version of this manual has crossed out, shall remain. The remaining section begins with "A) Upon completion of Probation……Five (5) days".

Changes to Page 24 - Section IV Working Hours and Leave Policies: 11. Jury Duty – The third sentence of the paragraph shall read, "The Employee must let their Supervisor know of the dates and times of jury service as far in advance as possible and must provide documentation of service and pay."

Changes to Page 24 - Section IV Working Hours and Leave Policies: 12. Funeral and Bereavement Leave – Discussion occurred regarding the definition of extended family. Mr. Glaser does not like the current definition. This falls back to the definition page and this topic is still on hold, to be determined. Mr. Glaser stated that seven days is excessive, the state only give three days. Discussion occurred regarding the amount of time given for this leave.

**2012-022** Mr. Paxson made a motion to change the Funeral and Bereavement Leave from three (3) consecutive shifts to two (2) for employees assigned to a 53-hour average workweek, and from seven (7) to five (5) consecutive workdays for employees assigned to a 40-hour average workweek, with no loss of regularly scheduled pay in order to attend the funeral or memorial service for a death in the immediate family. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Glaser, yes.

The Trustees will come back to discuss the definition of Extended Family.

Changes to Page 24 - Section IV Working Hours and Leave Policies: 12. Funeral and Bereavement Leave – The fourth paragraph, first sentence shall read, "Reasonable time may be granted to an employee, by the Township Administrator,

but not deducted from bereavement leave, up to a maximum of 24 hours for employees assigned to a 53 hour average workweek, or 16 hours for employees assigned to a 40 hour average workweek."

Changes to Page 25 - Section IV Working Hours and Leave Policies: 13. Sick Leave – General discussion occurred. The half (1/2) hour time increment will be changed to the one (1) hour time increment in this entire section.

Changes to Page 26 - Section IV Working Hours and Leave Policies: 13. Sick Leave – The fifth paragraph shall read, "the Township Administrator, the Department Head, or the Human Resource Manager may investigate all usage of sick leave and may withhold full payment of sick leave until the investigation is completed."

Changes to Page 27 - Section IV Working Hours and Leave Policies: 14. Family and Medical Leave – General discussion occurred regarding using comp time for FMLA. The last paragraph on this page shall read, "Any employee who is actively working (full or part-time) elsewhere during a family medical leave may be discharged."

Changes to Page 28 - Section IV Working Hours and Leave Policies: 15. Non-Work Related Disability – the first sentence shall read, "Leaves of absence for non-work related disability may be granted by the Township Trustees."

Changes to Page 28 - Section IV Working Hours and Leave Policies: 16. Unauthorized Leave – The first sentence shall read, "Any absence from work that is not detailed in this section of this Personnel Manual shall be considered an unauthorized absence from duty."

Page 29 - Section V Benefits: 1. Educational Assistance – General discussion occurred. Mr. Paxson stated that this benefit should not be a loan but a reimbursement and that it should apply to full-time employees, on good standing, not to part-time employees. Discussion occurred regarding the Townships cost of educating part-time employees who then move on to other jobs. Ms. Graff agreed that the Township should be reimbursing for completion of education classes. Discussion occurred regarding the Road Department and the mini classes that they attend. It was decided that that is training for the Township, we pay they go; this section applies to Education, not training.

Changes to Page 29 - Section V Benefits: 1. Educational Assistance –

1. Educational Assistance shall be changed to "1. College Education Reimbursement". Wherever "educational assistance" is currently used in this section, it shall be changed to "College Education Reimbursement".

The second paragraph, first sentence shall read, "Beavercreek Township may provide College Education Reimbursement to all eligible full-time employees who have completed 90 calendar days of service in an eligible employment Classification, with Trustee approval."

The third paragraph, the second sentence shall read, "In addition, employees must pass courses deemed pass or fail; or maintain a C or higher in all undergraduate courses, or a B or higher in all graduate courses." The second sentence of this paragraph shall be deleted.

The fourth paragraph, the third sentence shall read, "All requests must be submitted to the Supervisor, in writing, in August if possible, for the following calendar year."

Sixth paragraph, the second sentence shall read, "However, if an employee voluntarily separates from Beavercreek Township's employment within one year of the last College Education Reimbursement payment, the amount of the payment will be considered a loan and required to be repaid." The fourth sentence shall read, "If an employee voluntarily separates from Beavercreek Township's employment within two (2) years of the last College Education Reimbursement payment, the employee will be required to re-pay fifty (50) percent of the original College Education Reimbursement payment."

Changes to Page 30 - Section V Benefits: 2. OPERS & OP&FDPF Contribution: The first paragraph, the second sentence shall read, "The Township is also required to make monthly contributions on behalf of the employee each month." The fifth sentence shall read, "For the current rate either contact the Fiscal Office, Human Resources, or log onto www.opers.org.

Page 30 - Section V Benefits: 3. Compensatory Time – General discussion occurred regarding the definitions in this manual: if you are Exempt, you do not earn Compensatory time, if you are Non-Exempt, you do. Discussion occurred regarding keeping Compensatory time within a pay-period and the total number of hours allowed for Exempt personnel. The Trustees decided that Exempt personnel may earn Compensatory Time up to twenty-four (24) hours. The definition of Employee, Exempt will need to be changed to reflect the allowance of Compensatory Time in Beavercreek Township.

Changes to Page 30 - Section V Benefits: 3. Compensatory Time – The fourth sentence shall read, "Exempt employees may accrue up to a maximum of twenty-four (24) hours of compensatory time. The fifth sentence shall read, "Non-Exempt employees may accrue up to a maximum of forty (40) hours of compensatory time for employees who work forty (40) hour work weeks and forty-eight (48) hours for employees who work a 24/48 shift." The last sentence shall read, "Any exceptions to this section are to be approved by the Board of Trustees."

Changes to Page 31 - Section V Benefits: 5. Insurance – The last sentence in this paragraph shall read, "If an employee is on leave for more than twelve (12) months for any reason, their health insurance, through the Township, will be automatically terminated."

Changes to Page 31 - Section V Benefits: 5.1. Life Insurance – Under the third paragraph, first sentence, add, "C) Part-time Employee".

Page 32 – There is no numbering for this Cash-In-Lieu section but I think it should be: Section V Benefits: 6. Cash-In-Lieu. Changes to this section include making Cash-In-Lieu be typed this way consistently. The third complete paragraph, the first sentence, shall read, "Payments are made to employees in four (4) installments (the first pay period in January, the last pay period in June, the last pay period in September, and the end of December)."

Mr. Glaser would like to review this policy in August to see if it is actually cost effective for the Township and whether the Township should continue providing this benefit. General discussion occurred.

There were no changes to Page 33 or Page 34 through Section V Benefits: 8. Wellness Incentive, where the Trustees stopped.

The Trustees scheduled a Special Trustee Meeting for Thursday, January 26, 2012 at 1:00 P.M. to discuss possible revisions to the Beavercreek Township Policy Manual.

**Special Beavercreek Trustee's Meeting**

**Wednesday, January 18, 2012**

**2012-023** Mr. Paxson made a motion to Adjourn at 4:33 P.M. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Glaser, yes.

Trustee: _____

Fiscal Officer: _____