**Special Beavercreek Trustee's Meeting**

**Monday, October 18, 2012**

Mr. Glaser called the Special Trustee Meeting to order at 1:05 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 to is to meet in Open Session to discuss possible revisions to the Beavercreek Township Personnel Policy Manual.

The discussion began with:
Section VI Miscellaneous;
22. Acceptance of Gifts and Gratuities
Mr. Paxson questioned whether the Township should ask the Ohio Ethics Commission to come to the Township to give a course to all personnel who might be in contact with vendors and therefore subject to possible gifts or gratuities. Discussion occurred regarding: will training be mandated; will a certificate be provided; timing for training; and if there is a video available. Mr. Surdyk recommended that nothing be added to the Manual; but that the Township Administrator should administer the program for the Township. No changes were made to this section of the Manual.

23. Political Activity:
Discussion occurred regarding C) managing, coordinating etc. for a political issue or office while working in regards to gathering information for a levy issue such as a Road or Fire levy. Mr. Surdyk re-worded (C) of this section to now state:

"(C) During work hours, no employee may manage, coordinate, plan or participate in the campaign of a political issue or candidate. However, this provision does not prevent employees from gathering information, for educational purposes, relating to Township levies."

30. General Rules and Regulations
#13. Delete this last sentence of the current paragraph, "Beavercreek Township is responsible for insuring that employees using their personal vehicles maintain adequate insurance."

General discussion occurred regarding 33. Parking- and Fire personnel leaving engines running. No changes were made.

33. Personal Use and Take Home Policy
General discussion occurred regarding: township employees using township vehicles for personal business. Mr. Glaser stated that he has seen this occurring. Mr. Paxson stated that he does not think personal use should be in the manual at all. No changes were made to the paragraph.

36. Proof of Insurance – shall read:
"Each Township owned vehicle should have an insurance card kept in the glove compartment or attached to the driver's sun visor. Missing insurance cards should be reported to the Road Superintendent. Any employee using their personal vehicle during the course of employment should carry a proof of insurance card. It is the responsibility <u>of all employees using personal vehicles for Township business to complete Form XXX, the "Insurance Maintenance Requirement for Personal Vehicle" and submit each form to the Township Administrator</u>."

**Special Beavercreek Trustee's Meeting**

**Monday, October 18, 2012**

Section VII Procedures
1. Driving Record Acceptability
Third paragraph, first sentence shall read, "Beavercreek Township may obtain Motor Vehicle Records on all employees once every year; or every six months for employees placed on a "watch" basis."

2. General Driving Rules and Regulations
First paragraph ,"(See Appendix B)" will be changed to reflect the form number identified in Section VI Miscellaneous 36. Proof of Insurance.

Discussion occurred regarding the second paragraph, "Personal Use and Take Home – the Fiscal Office will maintain a list of employees that have been approved by their Department Head or the Township Administrator as being able to take Township-owned vehicles home and/or can be used for personal business."
This entire sentence was deleted from the manual.

3. Record Keeping; B) shall read,
"B) Motor Vehicle Records and Traffic Accident/Uniform Traffic Accident Reports will be maintained by the Fiscal Office."

3.1. Telephone and Facsimile Machine Usage Policy
3.1.1. Purpose and Scope shall read,
"This policy establishes guidelines for the appropriate usage of telephone equipment owned by Beavercreek Township (the Township), and outlines the expected recourse for documented misuse of such property and services. It applies to anyone using township equipment, regardless of the user's location. Equipment covered by this policy includes traditional wire line telephones and facsimile machines."

3.1.5. Facsimile (Fax) Use shall read,
"Employees may not use Township fax machines for personal use."

3.1.7. Operator Assisted Calls; 3.1.8. Pay-Per-Call Services; and 3.1.9. Authorized Uses were all sections deleted in the manual after general discussion.

3.2. Wireless Equipment Use Policy
Usage
"The following Township employees may require the issuance of Township wireless equipment: and all information A) through E)" shall be deleted.

The section Usage shall begin with and state as follows:
"Trustees may approve the use of personal cell phones for work related purposes. Accordingly, employees with this approval will be given a monthly remuneration as determined by the Beavercreek Township Trustees."

"Each employee who is approved by the Trustees to be given a monthly remuneration as mentioned above is required to submit a copy of the first page of their cell phone billing statement outlining their costs to the Fiscal Office each month."

4. Inclement Weather
The first sentence shall read,
"The section below applies to Beavercreek Township's non-essential personnel, as determined by the Township Administrator or his designee."

The last sentence of the third paragraph of this section shall read:
"Employees will be expected to arrive to work at the appointed opening time or remain at work until the determined closing time."

**Special Beavercreek Trustee's Meeting**

**Monday, October 18, 2012**

Discussion occurred regarding 5. Wellness Initiative- and employees still using one-half hour to work out at personal gyms and the lack of the township being able to account for that time.

5. Wellness Initiative was deleted.

The new 5. Recreational Waiver was included and shall read as follows:
5. Recreational Waiver
"All Township employees are required to sign a Recreational Waiver (FORMXXX)."

Acknowledgement Sheet, second paragraph, last sentence shall read:
"In the event there is any conflict between the State and/or Federal code and these policies and procedures, the State or Federal code will prevail."

Discussion occurred regarding making sure both acknowledgement pages in the manual read exactly the same and that the following sentence is deleted:
"I further agree that any claim or lawsuit relating to my service with the Township must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary."

Discussion occurred regarding the adoption date of the manual and the fact that the new manual would not be in effect until January 1, 2013.

**2012-364** Ms. Graff made a motion to Adjourn at 2:35 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

Trustee: _____

Fiscal Officer: _____