**Special Beavercreek Trustee's Meeting**

**Thursday, January 12, 2012**

Mr. Glaser called the Special Trustee Meeting to order at 1:00 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 the Special Meeting is to meet in Open Session to discuss possible revisions to the Beavercreek Township Personnel Policy Manual.

Mr. Glaser stated that he wanted to go through the manual page by page, line by line. The Trustees will discuss and agree to changes. If the Trustees do not agree, a motion may be made and voted upon to resolve the issue in question.

Township Administrator Alex Zaharieff stated there were two global changes made to the document. The first is to change the word handbook to manual and the second to change Fiscal Officer to Finance Office.

Page 1 – The sixth paragraph will be added as such, "To the extent this Manual conflicts with any agreements in effect for employees, the terms of the Union and Road agreements shall prevail for those employees. To the extent that these agreements are silent concerning matters addressed in this Manual, the Manual shall control to the extent permitted by law."

Discussion occurred regarding seventh paragraph, "Any prior resolutions, memorandum or written documents in conflict with these policies and procedures are hereby repealed. All oral statements past, present, and future in conflict with these policies and procedures are invalid." Mr. Glaser stated that this paragraph should stay in the manual. Discussion occurred regarding two resolutions concerning the Fire Battalion Chiefs and Deputy Chiefs. Fiscal Officer Christy Ahrens asked if these resolutions were for positions or people. Mr. Glaser and Ms. Graff both stated they thought it was for people, not positions. The Board will come back to these resolutions and this paragraph after obtaining more information.

Page 2 – First sentence, second line add, "employment agreement for the Road Department." Third paragraph under Departmental Rules shall read, "Department Heads have the authority to promulgate written rules about work methods and procedures within their departments, provided that the rules are consistent with this Manual and other related rules or resolutions passed by the Board of Trustees or the Township Administrator. Departmental rules must be approved by the Township Administrator and the Township Trustees."

Page 3 – Discussion occurred regarding the definitions of Employee, specifically Career Full-Time Employee; pensions, and the possible employee definition categories each employee might fall under. Fiscal Officer Christy Ahrens asked the HR Manager to please provide a list of all employees and the categories from this manual that they fall under. Discussion occurred.

**2012-019** Mr. Paxson made a motion to have a list of all Township employees and the categories from the manual that they fall under be provided to the Fiscal Officer. Mr. Glaser seconded. Roll Call: Mr. Paxson, yes; Mr. Glaser, yes; and Ms. Graff, no.

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Page 4 – General discussion occurred regarding the definitions of extended and immediate family. Legal Advisor Bob Surdyk will review and provide suggestions on these definitions. Until then, these definitions are not approved.

Page 5 – Second paragraph shall read, "Supervisor – an individual who has been authorized by the Township Trustees to oversee and direct the work of other employees on a daily basis."

Page 6 and 7 – No changes.

Page 8 - # 3 – Harassment and Discrimination, paragraph three, the second sentence shall read, "If an employee believes that he or she is being discriminated against or harassed on the basis of race, color, religion, national origin, age, disability, or sex, the employee shall report the situation to their immediate supervisor, Human Resources, Fire Chief, Deputy Chief, Battalion Chief, the Road Superintendent or the Township Administrator."

Same section, paragraph five, the second sentence shall read, "Employees MUST report ANY harassment of ANY employee to their immediate supervisor, Human Resources, Fire Chief, Deputy Chief, Battalion Chief, the Road Superintendent or the Township Administrator."

Mr. Paxson stated that the Township needed to have a form for Harassment and Discrimination that is applicable to everyone, lists the parties involved, as well as who completed the form. All Trustees agreed. Township Administrator Alex Zaharieff stated that all Township forms will be included as part of this document. Mr. Paxson and Mr. Glaser asked when the forms would be completed. There was no answer.

Page 9 - #2 – Attendance. General discussion occurred. Discussion also occurred on Township hours of operation. # 2 – Attendance, the first sentence shall read, "Beavercreek Township defines an absences as failure to report for and remain at work as scheduled; this includes late arrival at work, leaving early, and breaks beyond the allowed time."

# 3 – Probation – 3.2 Probationary Period Following Promotion – Discussion occurred on termination and legal applicability. There needs to be more clarification. 3.2, fourth sentence shall read, "If an employee is demoted during his or her probationary period following promotion, he or she will complete a new probationary period." Discussion occurred on the last sentence of this section.

# 3 – Probation – 3.1 Disciplinary Action – Road Superintendent Tim Parks stated that Department Head should stay in the document. Discussion occurred, the Trustees agreed. The first sentence of 3.1 shall read, "Probationary employees may be removed, demoted, or disciplined at any time during the probationary period by written notice to the employee from the Township Administrator if and when the Department Head indicates that his/her performance is unsatisfactory."

Page 10 – Hiring – General discussion occurred regarding: Trustee involvement, Department Heads, and determining a hiring panel. The Trustees agreed that this section should be titled, "Hiring of Department Heads". The last sentence of the first paragraph shall read, "The Township Administrator will then determine a hiring panel for the specific position and upon finalizing the applicant pool, subject to Trustee approval, interviews will be conducted. The second paragraph, first sentence shall read, "Once interviews have been completed, the Township Administrator will select the final candidate(s) to the Trustees for approval, who will

be given a conditional offer of employment." The Trustees asked Mr. Surdyk to review and re-write this entire section.

# 4 – Hiring of Relatives – General discussion occurred regarding shifts for firefighters and possible conflicts. # 4, paragraph two, sentences three and four shall read, "If the relative relationship is established after employment, the individuals concerned will request who is to be transferred. If that decision is not made within 30 calendar days, the Township Administrator will decide."

Page 11 – # 5 – Job Posting – the second paragraph, first sentence shall read, "Job openings will be posted on the Township Website and Share Point."

Page 12 - # 7 – Discipline, 7.1 – Employee Conduct, first sentence shall read, "Every employee in the service of the Township is expected to exhibit professional behavior and perform efficient and effective service." 7.1 (K) definition of "poor attendance" was discussed. 7.1 (O) definition of a "third party" was discussed as being a boyfriend, spouse, etc.

Page 13 – # 7 – Discipline, 7.1 – Employee Conduct continued - 7.1 (P) Legal Advisor Robert Surdyk will re-word the sentence to include the employee, out of state or immoral conduct for this policy. 7.1 (N) "in a timely manner" was discussed. 7.1 (BB) will read, "Any violation of any Department work rules, regulations, or Standard Operating Procedures documents." 7.1 (EE) "Management retains the right to determine the severity of discipline." - Mr. Surdyk recommended deleting this as a letter (EE) and adding it as a separate sentence.

Page 13 - # 7.3 – Disciplinary Procedure – the first and second sentence shall read, "Department Heads, or their designee, are delegated the authority to discipline employees within their departments. Department Heads may issue documented coaching sessions, written warning, and suspensions of up to three (3) days to members of their departments."

Page 14 – 7.3 – Disciplinary Procedure continued – third paragraph, second sentence, "verbal warning" will be changed to "documented coaching session". 7.4 – Discipline History – (A) first sentence, "verbal reprimand" will be changed to "documented coaching session". Mr. Paxson asked if someone resigns, does the file stay complete. Discussion occurred. Fiscal Officer, Christy Ahrens, asked who maintains the disciplinary forms. Discussion occurred and all agreed, original documents/forms will be kept in the official Employee Personnel File located in the Fiscal Office. Discussion occurred on Township forms.

Page 15 – 7.3 - Disciplinary Procedure continued – first sentence on page shall read, "It is the responsibility of all Township employees to request removal of outdated discipline from their personnel files."

# 8 – Termination – first sentence shall read, "At the time an employee is terminated, for whatever reason, the following steps must be taken, by the employee, prior to receipt of final pay:" # 8 (C) shall read, "Advise the Township Fiscal Office as to the type of action desired with regard to employee's retirement plan." Discussion occurred and Mr. Surdyk stated that in the entire document anything that says Finance Office should be changed to Fiscal Office.

Page 16 – Written Grievance Procedure (C) first sentence and paragraph shall read, "….his or her written grievance to his Department Head within seven (7) work days. Upon receipt of the written grievance, the Department Head shall meet

with the employee within seven (7) work days. The Department Head Shall give the employee a written response within seven (7) workdays of this meeting."
Written Grievance Procedure (D) shall read, "If the grievant's Department Head does not settle the problem to the employee's satisfaction, the employee will submit his or her written grievance to the Township Administrator within seven (7) work days following the response from his or her Department Head."
Written Grievance Procedure (E) shall read, "Upon receipt of the written grievance, the Township Administrator shall meet with the employee within seven (7) work days."

Page 18 – Written Grievance Procedure (H) shall read, "Steps outlined above may only be pursued in cases of suspensions of more than three days, demotions, dismissals and grievances of a Department Head." Discussion occurred regarding the elimination of a paragraph talking about filing a lawsuit six months after date of employment. Mr. Surdyk stated the paragraph was not applicable and limited in scope.

The Trustees set a Special Meeting for Wednesday, January 18, 2012 at 1:00 P.M. at the Fire Administration Building. The purpose of the Special Meeting is to meet in Open Session to discuss possible revisions to the Beavercreek Township Personnel Policy Manual.

**2012-020** Mr. Paxson made a motion to Adjourn at 3:38 P.M. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Glaser, yes.

Trustee: _____

Fiscal Officer: _____