Special Beavercreek Trustee's Meeting

Tuesday, October 19, 2015

Mr. Kretz called the Special Trustee Meeting to order at 1:00 P.M. Those present were Trustees: Carol Graff, Dan Paxson, and Tom Kretz and Fiscal Officer, Christy Ahrens. Legal Advisor Dawn Frick was also present. Staff present: Staff present: Township Administrator/Public Safety Director Alex Zaharieff, Finance Director James Barone, Road Superintendent Tim Parks, Fire Chief David VandenBos, IT Manager Jeff Terry, and HR Manager Trish Gustafson.

The Purpose of this Special Meeting is to meet in Open Session to review updates to the personnel policy manual.

TA Alex Zaharieff presented policies that have not been updated this year. Some have no content changes and are only format changes. There are some formatting issues in the document now; however, those will be corrected before the final document is prepared. The final document will have all the township personnel policies, in the new format, with all approved changes.

After discussion on the first four policies, the Trustees decided to make motions to approve each policy, for the record.

2015-385 Ms. Graff made a motion to approve the first four policies: Acceptance of Gifts and Gratuities, Character and Workplace Behavior, COBRA, and Conflicts of Interest, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-386 Mr. Paxson made a motion to approve the policy - Discipline, with the following modifications: under Definitions – Discipline shall read: an action taken against an Employee by the Supervisor or management as the result of an Employee's lack of adherence to rules and procedures of the organization for failure to meet performance expectations. Under 3.3 the sentence shall read: Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a coaching session; a next offense may be followed by a written warning; another offense may lead to a suspension; and still another offense may then lead to demotion and/or termination of employment. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-387 Ms. Graff made a motion to approve the policy: Driving, with the following modifications: add to the end of the sentence of 2.1... "no longer exhibits one of the criteria set forth in the following sections". Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-388 Mr. Paxson made a motion to approve the policy – Drug and Alcohol Free Workplace, as presented. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-389 Ms. Graff made a motion to approve the policy: Continuing Education and Reimbursement (changed from Educational Reimbursment), with the following modifications: 1.3 shall read: All continuing educational reimbursements must be pre-approved by the Township Administrator. And 1.4 of this section shall be deleted in whole. Mr. Kretz seconded. General discussion occurred. Roll Call: Ms. Graff, yes; Mr. Kretz, yes; and Mr. Paxson, no.

2015-390 Ms. Graff made a motion to approve the policy: Employee Assistance Program, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Special Beavercreek Trustee's Meeting

Tuesday, October 19, 2015

2015-391 Ms. Graff made a motion to approve the policy: Employee Medical Exams, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-392 Ms. Graff made a motion to approve the policy: Equal Employment Opportunity, as modified and presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-393 Ms. Graff made a motion to approve the policy: Family and Medical Leave, with the following modifications: 6.1 A second sentence shall be added. The second sentence shall read: The employee will be advised by the HR Manager about the amount and method of payment of their portion of benefits. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-394 Mr. Paxson made a motion to approve the policy – Firearms, as presented. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-395 Ms. Graff made a motion to approve the policy: Funeral and Bereavement Leave, with the following modifications: the first sentence of 2.1 shall read: An Employee will be allowed a leave of three (3) consecutive work days for those assigned to a 40-hour average work week….. Both 3.0 and 3.1 Travel Time shall be deleted in whole. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-396 Mr. Paxson made a motion to approve the policy – Garnishment/Child Support, as presented. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-397 Ms. Graff made a motion to approve the policy: General Appearance and Tattoos, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-398 Ms. Graff made a motion to approve the policy: General Statement, as modified and presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-399 Ms. Graff made a motion to approve the policy – Hiring of Relatives, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-400 Mr. Paxson made a motion to approve the policy – Holiday Leave, as presented. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-401 Ms. Graff made a motion to approve the policy – Inclement Weather, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-402 Ms. Graff made a motion to approve the policy – Insurance, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

The suggested policy on Longevity Pay was tabled until an Employee Compensation Program is presented. The Trustees would also like to know what the total cost to the Township would be if a policy like this was approved.

Special Beavercreek Trustee's Meeting

Tuesday, October 19, 2015

2015-403 Ms. Graff made a motion to approve the policy – Military Leave, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-404 Ms. Graff made a motion to approve the policy – Non-Work Related Disability, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-405 Ms. Graff made a motion to approve the policy – Notice Requirement, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-406 Mr. Paxson made a motion to approve the policy – Outside Employment, with the only modification being changing the policy title to Outside Employment. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-407 Mr. Paxson made a motion to approve the policy – Pension Contributions, as presented. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-408 Ms. Graff made a motion to approve the policy – Personal Leave, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-409 Ms. Graff made a motion to approve the policy – Personnel Files and Records, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

The suggested policy titled Physical Fitness Incentive was not entertained by the Trustees.

2015-410 Ms. Graff made a motion to approve the policy – Political Activity, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-411 Ms. Graff made a motion to approve the policy – Probation, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-412 Ms. Graff made a motion to approve the policy – Public Relations, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-413 Ms. Graff made a motion to approve the policy – Service of a Subpoena or Jury Duty, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-414 Ms. Graff made a motion to approve the policy – Sick Leave, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-415 Ms. Graff made a motion to approve the policy – Tobacco, E Cigarettes and Vapor Devices, with the following modifications: change the policy title to Tobacco, E Cigarettes and Vapor Devices; and add complete title language every place in the policy that states tobacco. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Special Beavercreek Trustee's Meeting

Tuesday, October 19, 2015

2015-416 Ms. Graff made a motion to approve the policy – Travel Expenses and Mileage Reimbursements, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-417 Ms. Graff made a motion to approve the policy – Uniform Allowance, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

The policy on Vacation Leave was tabled until later. General discussion occurred. There were too many corrections to be made.

2015-418 Ms. Graff made a motion to approve the policy – Wellness Incentive, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-419 Ms. Graff made a motion to approve the policy – Workers' Compensation, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-420 Mr. Paxson made a motion to approve the policy – Workplace Violence, as presented. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

General discussion occurred regarding employees driving township vehicles and the reporting and mileage that may or may not need to be reported. The Trustees will discuss and decide at a future Trustee meeting.

2015-421 Mr. Paxson made a motion to Adjourn at 2:52 P.M. Mr. Paxson seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

Trustee: _____

Fiscal Officer: _____