

Employee Handbook Workshop
November 7, 2022

Call to order at 6:02 p.m. by Mayor Linda Clark

Pledge of Allegiance

Roll Call: Scott Weaver, Steve Thorn, Nina Schroeder, Heather Paisley, Tammy Meyer

❖ Motion made by Scott to excuse Marty Hura. Nina second. All ayes.

Others present: Mayor Linda Clark, Chief Joe Urso, Village Administrator Greg Thomas, Fiscal Officer Maryann Fabian

Citizens present: Lauren Weaver, Stephanie Morhidge, Miranda Brothers, Brooklynn Meyer, Riley Meyer, Anthony Vicich, Corey Trunbull, Wendy Davis, Sam Paratore, Brian Perkins, James Vasil, Jennifer Lintz

Discussion of amendments to the Village of Mantua Handbook.

Remove Section 2.4(A)(6), Administrative Services Officer

Tammy wants to start implementing Section 2.5(2), and look at that section again at some other time, but nothing has changed right now.

There was a disruption in the meeting and the Mayor asked to have a motion to adjourn at 6:14 p.m. Nina made the motion. Tammy second. It was then decided to continue the meeting, and motioned died for lack of further action.

Section 3.2(A) A regular full-time employee ~~works forty (40) hours per week or more.~~ *are expected to work a flexible schedule* including Saturdays, Sundays, evenings and nights as required.

Section 3.3(A) add at the end of the paragraph “except the K9 vehicle”.

Section 5.3(A) add Juneteenth (June 19th). Change Appendix A to Appendix B.

Add Juneteenth to Appendix B. Also remove last paragraph on Appendix B Medicare tax.

Appendix O remove the word Longevity under change(s) and Reason for changes.

Section 2.4(C) replace two first paragraphs with the following:

It is the Village’s policy to employ the best-qualified people. However, careful consideration must be given when employing persons who are related by blood, ~~or~~ marriage, *romantic involvement or general influence*, to prevent inappropriate working relationships from arising in the workplace, *to maintain the objectivity of supervising, to avoid situations where potential conflicts of interest could occur, and to prevent the appearance of impropriety to the public. Applicants should disclose such relationships prior to their employment or transfer.*

The Village of Mantua may not hire individuals who have relatives who are employees of the Village of Mantua. Employees shall be defined as all full-time employees and all part-time employees, consultants, members of the Village Council, and members of council-appointed bodies having direct oversight on expenditures. Persons involved in husband/wife, parent/child, parent/child-in-law, first cousins, aunt-uncle/niece, aunt-uncle/nephew, siblings, grandparents/grandchild relationships, and members of the same household, as defined by the United States Census Bureau, shall be considered relatives for the purposes of this

regulation. It shall be incumbent upon applicants to make known such relationships. The Council reserves the right to make decisions concerning the hiring of relatives on a case by case basis.

It is important that village employees guard against relationships which might be construed as evidence of favoritism, coercion, unfair advantage, or collusion. Although the Village of Mantua has no prohibition against people in these relationships working together, we are committed to monitoring situations in which related persons work in the same area. In the case of actual problems, reassignment to another task or position may be necessary.

Add Section 3.2(C) Reasonable break time for nursing mothers.

(1) An employer shall provide—

(A) a reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has need to express the milk; and

(B) a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

Jennifer asked for clarification if someone decided not to participate in an investigation would they be subject to the Group 2 Offenses "Refusing to give testimony in an accident or incident investigation.". Jennifer was advised to discuss with the Village Solicitor.

Stephanie asked if the employees would be able to read over the handbook, would they have the right to not approve it. The Mayor explained how this would go through the legislation process and they could voice an opinion before the final vote. Chief Urso said that he would email out the changes so employees could look at it. She also asked about the time and a half for dispatchers working a holiday. It is not in the legislation at this time, and the Mayor said that it is question for Michele.

The mayor asked if the new uniform allowance was put into appropriations. Tammy replied it had.

Adjournment

❖ Tammy made a motion to adjourn at 7:04 p.m. Scott second. All ayes.