

(First 20 minutes – no audio.)

Trustee Chairman, Melissa Augustine called the special meeting (for the purpose of a work session and Motion to approve Kimble Opt-Out List for 2023) to order at 4:00 p.m.

Roll-call: Trustee Augustine, Trustee Swedyk, and Trustee Ascherl present.

Additional attendees: Service Superintendent Mike Behary, Suzanne Peterlin.

Employee Non-Union Handbook/Manual Review

- I. Handbook discussion: 3.3 Compensatory time – language remains the same.
- II. Call-in pay – utilize police patrolmen’s contract language.
- III. Flexible & Hybrid work – on an as needed basis.
- IV. 3.5 Time Sheets not time cards.
- V. 3.6 Payroll deductions – insert Township Fiscal Officer.
- VI. 3.7 Wage Garnishment – changed “we are” to “the Township is”.
- VII. 3.8 Direct Deposit – no changes.
- VIII. 4 – Standards of Conduct / Employee Performance – changed “we” to “the Township”.
- IX. 4.2 Attendance – In cases where staff members need to leave early, employee must notify their department head/Trustee liaison.
- X. Excessive tardiness – repeat of earlier paragraph.
- XI. Remove time clock, make it time sheet, and remove time cards, make it time sheets.
- XII. Progressive discipline – missing from this updated version. Discussion ensued as to whether to include. Time limits to how long something stays in the person’s employee file – 6 months – helpful to future trustees and employees. Category 1 (1 year), 2 (2 years) and 3 for termination.
- XIII. Pre-disciplinary conference – add “handled with department head or liaison”. Jack already took care of the spacing issues.
- XIV. Grievance procedure – add language, “if grievance is not resolved...”
- XV. 3 days
- XVI. Dress code – wording for Service Dept. Take out the reimbursement. Township will provide each service department employee - safety and inclement weather gear, such as work boots, winter jackets, bibs, safety vests, and raingear, as deemed necessary.
- XVII. 4.9 Witness accident – add to this: “up to and including termination”.
- XVIII. Drug-free workplace policy – “metabolites” define.
- XIX. Eliminate the whole sentence referring to the alcohol policy.
- XX. Pre-employment screening – contingency of employment. Necessary to have in this.
- XXI. Political activity – missing from the updated manual. Leave it out.
- XXII. Secretarial – change to administration.
- XXIII. Random testing of persons “may be required”.
- XXIV. Positive test results – “up to and including termination”.
- XXV. Provisions for rehabilitation – no changes.
- XXVI. 4.1.2 Workplace searches – handbags, purses, lunchboxes – would need a warrant. Flag this section, and make sure Prosecutor’s Office look into this section.
- XXVII. Internet/email/computer use policy: Edit name for G. if change this.
- XXVIII. Social Media Policy: remove Revenue, change “we” to “the Township”.

- XXIX. Cell Phone Policy: have a separate cell phone policy.
- XXX. Performance evaluations: no changes.
- XXXI. Section 5 – Employee benefits and services.
- XXXII. Full time employees instead of eligible? Keep it “eligible”.
- XXXIII. Insurance Committee: Delete bargaining union for service department; change it to a representative from the service department, and one representative from a non-bargaining unit. Use the term “composed of a minimum of one”, instead of “at least one”.
- XXXIV. 5.3 Group Life Insurance – change to eligible instead of full-time. Add Township Fiscal Officer.
- XXXV. Injury on the job: Remove rest of paragraph, if deemed necessary by the Prosecutor’s office. Township insurance for lost wages... workman’s comp. claim. Filed with the Fiscal Officer. Flag for extensive review for the Prosecutor’s office. Page 21 of the old manual – section 3.1.2 Trustee Augustine prefers this language over the new updated one. Old language is the 2nd paragraph in the updated manual.
- XXXVI. 5.7 – different font – corrected.
- XXXVII. Section 6 should maybe be after section 4. (Vacation days, sick time)
- XXXVIII. 6.1 General – no changes.
- XXXIX. Next work session meeting will continue with section 6.2.

Trustee Chairman Augustine made a motion to adjourn the meeting at 5:51 p.m., Seconded by Trustee Swedyk. Vote: Ascherl – Yes, Swedyk – Yes, Augustine – Yes.
