

Trustee Chairman, Jack Swedyk called the special meeting (for the purpose of a work session) to order at 6:00 p.m.

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

Additional attendees: Service Superintendent Mike Behary, Suzanne Peterlin, and also Mr. Pearl in the audience.

Employee Non-Union Handbook/Manual Review (cont.)

- I. 6.2 sick days, Trustee Augustine has a note here that the Fiscal Officer agrees with all changes made by Trustee Swedyk. Trustee Swedyk reprinted the last couple of pages.
- II. First paragraph, changed the word employer to Township.
- III. 2nd paragraph, this language agrees with everything we are doing with the contracted employees as well.
- IV. Under E., in regards to notifying when the Township employee needs to be absent, change the name from supervisor, to Trustee liaison or department head.
- V. And must notify if greater than 3 days absent, the Trustee liaison or department head (as well).
- VI. Trustee Augustine mentioned that "different employees were hired under different employee manuals", which might conflict with the ten-year payout clause. Prior to 2014 and after 2014, after ten years - payment of sick leave was discussed.
- VII. 2008 is the one version that has been approved previously.
- VIII. What has been suggested for the current version is a greater payout than the 2008 version, upon retirement a cash payout for unpaid sick leave.
- IX. Personal Days: no adjustments
- X. Vacation Days: Trustee Ascherl 3rd paragraph, "department head" --- add "or Trustee liaison".
- XI. Accrued vs. Approved vacation time discussion. Should it be end of calendar year, or accrued time, or anniversary date of hire.
- XII. Only 1 Service Department employee is permitted to take vacation from November 1st through April 1st.
- XIII. Vacation Schedule: must be submitted and approved by the immediate department head or Trustee Liaison.
- XIV. Vacation time - If not defined in the "motion to hire" or in the Organizational Meeting, vacation time will revert to the schedule above and will begin accruing after the first year of employment.
- XV. Sick leave incentive days applies to Police Department office (Kumi) will be grandfathered in.
- XVI. Holidays: Stay as written.
- XVII. If holiday falls on the weekend... needs clarified. If holiday falls on Saturday or Sunday. (If on Saturday, the employee will get the Friday off, and if on Sunday, the employee will get Monday off.)
- XVIII. 6.8 FMLA: In accordance with Federal guidelines.
- XIX. Change used to use.
- XX. Last page: Agreement... Employee name (print name), Employee should be first signature, then Township Representative - change to Township Trustee.

Additional Discussion

- I. Trustee Augustine suggested that the records request was too broad, and she has requested for more specifics, or a timeline in cooperation with the prosecutor's office in the past. Trustee Augustine then asked if the request could be more specific in nature, as to better serve the request. Trustee Swedyk recommends that this go through the Record Keeper, Mrs. Catherwood.
- II. Mobility of the podium was also discussed.
- III. The Trustees will forward the Employee Manual (handbook) to the Prosecutor's office for review.

Trustee Chairman Swedyk made a motion to adjourn the meeting at 7:19 p.m., Seconded by Trustee Augustine. Vote: Ascherl – Yes, Augustine – Yes, Swedyk – Yes.
