

Personnel & Finance Committee

May 14, 2024

Please look over these changes and additions to the Employee Handbook. We have shared most of them with you at each step in the process. The one new addition is the Emergency Call Out policy. It is currently defined as a three (3) hour minimum call out paid at regular pay rate, in the Ohio Administrative Code. We have been covering this by compensating you with two (2) hours of pay at the overtime. Thus, there is no change to the amount paid. The change comes in those three (3) hours now counting towards your 40-hour work week.

We will have the first Reading of the Ordinance to change the Handbook at the next council meeting. As always, we will see how the changes work for both employees and the Village and keep communication open.

Please turn the Goals Forms in by the end of May. They can be placed in my box in the lobby. They will be kept on file until we do evaluations in the Fall.

If you have any questions or comments, you can call/text me (419-287-4926) or put a note in my box.

Thank you,

Pat Rollins

P & F Committee Chairman