



Village of Milan
Council Work Session Meeting
July 8, 2021

A work session for the Village of Milan Council was called to order by Mayor Pam Crosby on Thursday July 8, 2021 immediately following the Public Hearing in the Council room located at 11 S. Main Street, Milan, Ohio.

Roll call: McIlrath – yes, Rospert – yes, Taylor – yes, DeLand – yes, Shafer & Bickley – absent.

Agenda

Continued review and discussion of Personnel Policies.

CHAPTER 6 PERFORMANCE EVALUATION - the Village will use Monroeville’s Evaluation form.

Section 6.1 – Purpose – add the following from Monroeville Policy with the Administrator Rospert cleaning it up to fit the Village of Milan - Performance evaluations are intended to be a system of communication between a supervisor and his/her employees. The evaluation an employee receives may be used for considering candidates for promotion and/or a basis for continuing employment.

The primary purposes of a performance evaluation are to:

- A. Uniformly and objectively rate an employee’s job performance;
- B. Provide an opportunity for the employee to recognize and correct specific performance problems, to clarify expectations, and to provide an opportunity for positive performance feedback;
- C. Provide a means of communication between the employee and his/her supervisor;
- D. Reveal conditions that contribute to poor morale or low productivity;
- E. Provide data on which to base promotional selection decisions;
- F. Enable the supervisor to detect gaps and limitations in his/her own supervisory performance; and,

G. Provide a means of establishing mutually agreed upon goals and objectives for the coming period.

Section 6.2 - TYPES OF EVALUATION - add the following

A. PROBATIONARY EVALUATION

1. A probationary employee will be evaluated twice during the probationary period. A written evaluation shall be prepared and submitted approximately on or about the six (6) month anniversary date of hire and no later than fifteen (15) days prior to the end of the probationary period. Should the employee be terminated or returned to his/her former classification before the end of the probationary period, the evaluation will be completed at that time.

2. Should the employee be terminated or returned to his/her former position before the end of the probationary period, an evaluation should be completed at that time.

B. ANNUAL EVALUATION

1. Each regular employee is evaluated annually at the end of the year. The Administrator, his/her designee and/or the employee's direct supervisor will conduct evaluations. Evaluations cover the preceding year, or in the case of a new employee, the completion of the probationary period.

C. SPECIAL EVALUATION

1. Additional evaluations may be requested by an employee or at the discretion of the Administrator and/or Mayor. An employee's immediate supervisor may also determine the need for a special evaluation.

D. POLICE EVALUATIONS - the Mayor suggested this be done on a 6 mos. basis for part-time and full-time officers. Administrator Rospert will discuss this section for Police personnel evaluation policy with Chief Meister.

Section 6.3 - PROCEDURE - add the following

A. Supervisors have the primary responsibility for initiating, scheduling and completing performance evaluations.

B. Each employee will be evaluated against the established position description for his/her assignment.

C. The supervisor will meet with the employee to review concerns, expectations, duties and responsibilities and to set goals and objectives for the next evaluation period. The employee will be given the opportunity to read the appraisal, ask questions and comment in writing on the results of the evaluation. The employee must sign the document indicating he/she has been given this opportunity.

D. The completed performance appraisal, including any employee comments, will be placed in the employee's personnel file. Copies will be given to the supervisor and employee.

E. Following review of the performance evaluation, an employee who disagrees with his/her supervisor's evaluation may file an appeal comprising of an explanatory letter and a copy of the evaluation with the Village Administrator, Mayor, or Fiscal Officer.

CHAPTER 7: EMPLOYEE DEVELOPMENT

Section 7.1 DEVELOPMENTAL TRAINING - add the following

A. ELIGIBILITY

1. The Village encourages the professional growth of all employees through continuing education and training. Employees in certain positions are required as a condition of continuing employment to take coursework and training.

2. Participation in employee development activities must have the prior approval of the Administrator, Mayor, or Fiscal Officer.

3. The Supervisors will advise employees of required coursework and training. Employees who wish to attend similar development opportunities, which are not required or are required to maintain credentials or certifications, must submit requests to the Administrator, Mayor, or Fiscal Officer.

4. Any full-time or part-time employee whose licenses or certifications have been paid for by the Village must remain in the Village's employment and in the department whose funds supported such expenditures for a period of three (3) years from the date of the most recent successfully completed licensure or certification or he/she will be required to reimburse the Village for all costs associated with the schooling or training (fees, food, travel, lodging, etc.). The Village shall be recompensed through payroll deductions on the employee's final payout. Educational assistance recovery will be prorated according to the following schedule and will be based upon the date the employee terminates the employment relationship.

Date of Termination Percentage

Within one year 100%

1-2 Years 80%

2-3 Years 60%

B. ATTENDANCE - add the following

1. The Village will pay an employee for time spent at education conferences, professional meetings and job-related training seminars when the Village requires them or has deemed them beneficial to the Village of Milan. If the Village approves attendance at such conference, the employee's time will be at their regular rate of pay. An employee may request unpaid leave

to attend similar developmental opportunities that are not required by the Village. Leave is granted at the discretion of the Village Administrator, Mayor, or Fiscal Officer.

2. The Village will pay the cost of registration and travel expenses when the employee's attendance is required and/or deemed beneficial to the Village. When attendance is not required or deemed beneficial to the Village, any reimbursement of registration costs and travel expenses is at the discretion of Council.

3. In reviewing requests to attend developmental activities, the following criteria will be considered:

- a. Nature and purpose of the activity;
- b. Benefits to be derived by the employee and the Village;
- c. Level of responsibility, performance and length of service of the employee;
- d. Estimated cost and available fund;
- e. Potential lost time from work; and
- f. Ability to adequately staff services during the employee's absence.

4. Whenever there are a limited number of openings for an activity or if attendance will be during an employee's regularly scheduled workday, the Supervisors will determine which employees may participate.

C. TESTING - add the following

1. Employees who must complete testing for any required certifications shall pay the costs associated with the examinations. The Village will then reimburse the full cost, provided that the employee achieves a satisfactory score on such skill and knowledge assessment.

D. ON-THE-JOB TRAINING (OJT) - add the following

1. On-the-job training will be conducted to assist employees to effectively perform the responsibilities of their position. On-the-job training is the responsibility of the Superintendents under the direction of the Administrator, Mayor, or Clerk-Treasurer.

CHAPTER 8: EMPLOYEE CONDUCT

Section 8.1 - CODE OF ETHICS - add the following

The Village of Milan employees must comply with both State and Village ethics standards as follows:

A. An employee must always conscientiously perform all assigned job duties.

- B. An employee must be tactful, patient and courteous when conducting business.
- C. An employee may not grant special consideration to any citizen or group of citizens.
- D. An employee may not engage in any outside employment or have a financial interest that will conflict with his/her duties or be detrimental to the Village.
- E. An employee with permission may use Village hand tool equipment with the permission of their supervisor and signout.
- F. An employee may not accept or ask for any gift (except those of little or nominal value) or consideration that is granted as a result of his/her employment with the Village.
- G. An employee may not use the Village name or tax exempt status for his/her personal advantage on any purchases.
- H. An employee may not discuss or reveal confidential information to anyone, under any circumstances, except within the scope of his/her job duties.
- I. Federal funds cannot be used for partisan political activity of any kind by any person or organization involved in the administration of federally assisted programs.

J. STATE OF OHIO EMPLOYEE ETHICS LAW - add the following

1. No public employee shall knowingly authorize or use his/her authority or influence to (a) secure a public contract for himself/herself, his/her family or his/her business associates; or (b) secure the investment of public money in any security in which he/she, his/her family or his/her business associates has an interest; or for which he/she, his/her family or his/her business associates act as an underwriter or receive brokerage, origination or servicing fee. No public employee shall knowingly profit, during his/her term of office or for one (1) year after, from the execution of a public contract authorized by himself/herself or by a legislative body, commission or board for which he/she was a member when the contract was authorized, if the contract was not competitively bid or the contract was not with the lowest and best bidder.
2. No public employee shall knowingly have an interest in the profits or benefits of a public contract. Employment with a public office is considered to be a contract with the public office. Therefore, law prohibits the use of one's position to obtain employment for a family member.

K. CONFLICT OF INTEREST - add the following

1. No public employee shall participate as a public official in any license or rate-making proceeding that directly affects the license or rate of an person, partnership, trust, business trust, corporation or association in which he/she or his/her immediate family owns or controls more than five percent, or any business which he/she or his/her immediate family has sold goods or services of more than one thousand dollars (\$1,000) during the preceding year.

2. No public employee shall use or authorize the use of the authority or influence of employment to secure anything of value or the offer or promise thereof that is of such a character as to influence his/her duties.

3. No public employee shall solicit or accept anything of value that is of such a character as to influence his/her duties.

Section 8.2 ATTENDANCE - add the following

The normal workweek for the Village is forty (40) hours for full-time employees and forty two and three quarters hours (42.75) for full-time employees of the Police department. The Superintendent of each department, with the approval of the Mayor, Village Administrator, and Fiscal Officer will establish daily work schedules and maintain daily employee attendance records.

A. ABSENCE REPORTING - add the following

1. When an employee is unable to report to work, he/she when possible must notify their immediate supervisor or another designated person one (1) hour of the start of his/her scheduled shift beginning on the first day of absence and each day thereafter unless emergency conditions make it impossible or prior arrangements have been made with the supervisor.

2. On the day the employee returns to work after an absence, he/she must report to his/her supervisor and complete a leave form. The supervisor will review the form and any accompanying documents to determine if the employee's absence can be approved.

B. FREQUENCY OF ABSENCES - add the following

Regular, on time attendance is expected of all employees.

1. A pattern of absences or frequent absences that affect the Village's ability to provide services will result in disciplinary action.

2. An employee who exhibits excessive, habitual, and patterned absences, tardiness or leaving work early will have his/her absences reviewed for possible abuse of sick leave or the attendance policy.

C. TARDINESS/EARLY DEPARTURE - add the following

1. Employees are expected to arrive and be ready to work promptly and remain at work until the end of the scheduled workday.

2. Tardiness/early departure is defined as late arrival at the employee's work location, early departure or overstaying scheduled meal period five (5) minutes or more. An employee who will be late reporting to work must call his/her supervisor within one (1) hour before the start of his/her scheduled start time.

3. Any deviation from an employee's work schedule must be authorized by his/her supervisor in advance and noted on the bi-weekly time sheet.

4. Excessive tardiness/early departure is grounds for disciplinary action in accordance with the progressive discipline policy.

5. Failure to report on a call-out may be treated as tardiness and grounds for disciplinary action in accordance with the progressive discipline policy.

D. WEATHER RELATED ABSENCES - add the following

Under the discretion of the Mayor, employee's may stay home or be sent home during inclement weather or emergency as time paid.

F. HOMELAND SECURITY LEVEL RESTRICTIONS - add the following

In the event that the federal government declares that there is a significant security threat facing the United States, it may become necessary to alter our standard operating procedures.

1. If the level is code red, all personnel should contact their Superintendent to confirm that they are supposed to report for work at their usual time and at their standard location.

2. In the event that code red is established during the workday, employees will abide by the recommendations and/or orders of local law enforcement as well as county, state and federal level officials.

3. In preparation for such events, Superintendents are encouraged to have basic supplies including food, water, first aid materials and battery operated radios to enable their employees and possible visitors to have adequate shelter for four (4) to eight (8) hours.

4. All departments are encouraged to establish general evacuation routes from their work areas should evacuation become necessary.

5. Superintendents are also expected to formulate a system to account for all personnel in the event of an evacuation procedure.

Section 8.3 OUTSIDE EMPLOYMENT - this section will be discussed at the next Council Work Session.

Unfinished Business

None

Questions for Next Meeting

None

Adjournment

Motion by DeLand, seconded by Taylor, to adjourn tonight's meeting.

Roll call: DeLand – yes, Taylor – yes, Rospert – yes, McIlrath - yes.

Carla Rospert

Carla Rospert, Council President

Catherine Ramey

Catherine Ramey, Fiscal Officer