

BERLIN TOWNSHIP TRUSTEES

5:00 p.m.

Trustee Meeting

May 1, 19

ATTENDANCE: Fire Chief Hall

O'Brien called the continuation of the April 22, 2019 meeting to order. O'Brien gave an update on his carpet shopping and asked if the trustees had a preference on carpet squares or whole room carpeting and no one had a preference.

Bullard said there is a hole in the parking lot and they are getting a price to fix it.

Employee Handbook Update – O'Brien suggested we go over the fire departments concerns first. They reviewed Fire chief Hall's items:

1) *Chain of Command*, Hall said the fire inspector reports directly to the fire chief so this should be changed. They reviewed all of the departments and suggested making changes to them all.

2) *Section 2.06 Probationary Period (Firefighters Only)*, Chief Hall asked if this should also include other employees. O'Brien said the attorney recommended that we not have probationary periods for other people.

3) *Section 2.07 Personnel Records*, Hall said it states "Employees are responsible for notifying the Fiscal Officer upon any changes in the following:" and asked Smith if she wanted a time period added. Smith suggested that "within 7 days" be added.

4) *Section 2.10 Temporary Assignment*, Hall asked if a supervisor goes on vacation for two weeks and assigns duties to another employee do they get the supervisor pay. O'Brien said when they supervisor goes on vacation they have already advised the employees what they should be doing while the supervisor is gone. They are not assuming the entire supervisor roll. If a different situation arises, they would bring it to the trustees to decide.

5) *Section 3.03 Timekeeping*, Hall said it states that all timesheets should contain two signatures and he is not always able to get them for the part time employees. O'Brien said they should have them sign them by the next pay period, as we have to pay them.

6) *Section 3.06 COMPENSATORY TIME OFF (FIRE DEPARTMENT)*, Hall said when they brought this to the board it was to be for all employees. O'Brien said he thinks there is something in the statute regarding this. Bullard said he would rather just pay the overtime and be done with it. O'Brien discussed reducing the amount of hours that an employee can accumulate to 240. Smith said they could pay them for their unused comp time at the end of the year so they do not carry it over from year to year. O'Brien liked this idea.

7) *Section 3.08 Payroll Errors*, Hall said if there are discrepancies, they should be given to the Fire Chief or department heads, first and they will give it to the Fiscal Officer.

8) *Section 3.09 Group Health Insurance*, Pichert asked that employees be notified, by the board of trustees', of any changes.

9) *Section 3.13 Holiday Schedule*, Hall asked if they wanted to add the fire departments list of holidays to this as it is different. Smith said yes.

10) *Section 3.14 Vacation*, Hall questioned this statement: "The annual vacation balance for each member will be provided in a vacation leave bank in the first pay period of January each year, except the member's first year of full-time employment." Smith said she was not in favor of this and would rather keep it as it is, crediting vacation on an employee's anniversary date or catching them up on their anniversary date and then accruing hours every payday. O'Brien said he wants to think about it.

11) *Section 3.14 Vacation Payout*, Hall asked if this includes the fire department and Smith said yes. Smith said the fire departments vacation accrual is different, so it needs to be added to the handbook.

12) *Section 5.01 Safe Workplace*, Hall read the following statement "In the case of accidents, regardless of how insignificant the injury or damages may appear, employees must **immediately** notify a Board member, the Fiscal Officer and the employee's supervisor." He asked if the township wanted to use the form that they use at the fire department, which goes into detail. O'Brien asked him to send it to him to forward to the attorney. O'Brien said we need a policy to state of things that need to be done when someone is involved in an accident. Bullard said everyone involved in an accident should be sent for a drug test.

13) *Section 7.03 Tobacco Use*, Hall asked if this included no smoking period, in any township facility or in any vehicle. Bullard said he thought it was state law that you cannot do it.

14) *10.01 Employee Misconduct, Corrective Action and Discipline, K. Sleeping on the Job*, Hall said he would assume that they are exempt from this. O'Brien said it should stipulate that it is not acceptable in the middle of the day. Hall said they consider the business day from 8:00 a.m. to 4:00 p.m. after that, it is their down time.

Y. Smoking on the job, in Township buildings or in Township vehicles. Hall said he added or use of tobacco products. D'Amico said this should reflect all the same terms as the smoking

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policy. Hall said he would assume that if an employee does not comply with the smoking policy they would be subject to discipline up to and including termination. O'Brien said we need to be following progressive discipline. Smith asked why only a couple employees are sent for random drug testing. Hall said it is because of the CDL license. Hall asked why employees hired do not go through the rigorous pre-employment hiring checks that the fire department does.

Bullard said the zoning boards would like someone from the fire department attend the zoning hearings so they can explain why they want certain things done a certain way.

Hall left the meeting at 7:02 p.m. and they continued with the review of the handbook.

They discussed the 1,500-hour threshold for part-time employees. D'Amico said we have had incidents in the past year and these need to be documented and be placed in personnel files. O'Brien will check to see what type of files we are allowed to keep and what is allowed to be in them. D'Amico said he did not like that the road department does not take a lunch and works a 10-hour day as he does not want anyone to pass out. Bullard said they chose to do this and they can eat a sandwich while they are working.

They decided that the resolution in the organizational meeting that covers payment for part-time employees when they work on a holiday should be a policy placed in the handbook. Smith said the firefighter's vacation accumulation should be added to the vacation section. O'Brien said when there is a snow storm he wants all hands on deck.

Page 32, Unauthorized Sick Leave, D'Amico said the attorney said we should enforce this paragraph and he has heard that employees use their sick leave for vacation days but how do we prove it. Bullard said he would like to see the sick days go to personal days. O'Brien said he would like to make three of the sick days, personal days. Smith said sick time can be used for mental health days.

Page 57, Drug And Alcohol, D'Amico said if this is what we want we are going to have to educate supervisors on it. Smith asked if we had a medical marijuana policy and said we need to get something.

O'Brien suggested that we stop for the night as he still wants to review the job descriptions and it is getting late. Bullard asked him to ask the attorney if we can put something in the job descriptions that says "and any other duties as assigned by the fire chief or by a Berlin Township elected officials." O'Brien said we have to have definitions of what the employees are supposed to do so we can evaluate them.

**RESOLUTION RECESS AND SUSPEND MEETING UNTIL WEDNESDAY
19-04-27 MAY 8, 2018 AT 5:00 P.M.**

Motion: Bullard
Second: O'Brien
Vote: O'Brien yes, D'Amico yes and Bullard yes

Meeting recessed by Chairman O'Brien at 8:13 P.M.