

ADMINISTRATIVE PROCESS MEETING
May 12, 2021

The meeting was called to order at 4:45 pm by Chairperson Toni Harper. Councilpersons Nick Claybourne and Troy Tripp, and Mayor Anthony Taylor attended. Several changes in the Employee Handbook were discussed and will be brought before Council for approval.

Changes are capitalized.

Section 8.10. RATE BONUS FOR OEPA CERTIFICATIONS

Employees who obtain prior permission from the Village Administrator OR THE MAYOR to acquire OEPA certification for Water, Wastewater, or chemical distribution, and do successfully complete the course of study, will receive a pay increase ~~of \$0.50 per hour~~ only when the employee's job position or plant certification IS related to the certification. Certification only up to the required level of the Water Works and Wastewater Works for the Village will be eligible for the raise IN THOSE DEPARTMENTS.

Section 9.8. SICK LEAVE

Change begins in second paragraph

UPON APPLICATION TO AND APPROVAL FROM THE MAYOR, Employees may receive "shared sick leave hours" from another employee only if the receiving employee is empty of any accumulated sick leave hours. The receiving employee can only receive the exact number of hours needing to be used for their time off. The receiving employee cannot be in an instructional period status. ~~And must be hospitalized or in rehabilitation from an accident related to employment.~~ If the donor's pay rate is greater than the recipient's, then the value of the donated time shall be prorated to the pay rate of the receiving employee.

The meeting was adjourned at 5:20 pm.