

Workshop
October 12, 2022

Call to order at 6:48 p.m. by Mayor Linda Clark

Pledge of Allegiance

Roll Call: Scott Weaver, Marty Hura, Steve Thorn, Nina Schroeder, Heather Paisley, Tammy Meyer, Marty Hura

Others present: Mayor Linda Clark, Chief Joe Urso, Village Administrator Greg Thomas, Fiscal Officer Maryann Fabian

Citizens present: Miranda Brothers, Sarah Harper, Matthew Roosa, Wendy Davis, Stephanie Morhidge.

The discussion is what the Village Council wants to amend in the Mantua Village Employee Handbook. It was decided to come back to page 5 of the handbook later in the meeting.

The following are the suggested changes:

- ♦ Section 9.1 I.1 Add Appropriate work attire.
- ♦ Section 9.1 I.2 The last bullet point change to “Making or publishing via electronically or verbally, a false, vicious or malicious statement about Village employees or Village operations, including social media.”.
- ♦ Section 9.1 I.3 The last bullet point change to “Misusing, removing, or publishing Village records or information without authorization, including confidential information.
- ♦ Section 9.5 C.1 Change to “An employee should inform, in writing, their Department Head and the Fiscal Officer of their intention of retiring as soon as possible, in writing. So that the paperwork can be processed to ensure a smooth transition, otherwise processing of paperwork may be delayed.”, and eliminate “In no case should notice be less than six months.”
- ♦ Section 10.2 A Add the following bullet points:
 - Recall Eligibility list: the names of individuals laid off in accordance with this section shall be placed on a recall eligibility list for a period of 12 months at which time the list be declared invalid. The order of that list shall be in inverse order of the order in which the layoff occurred.
 - Recall to Work, when situations so warrant, those employees who have been laid off shall be called back to work in the order as indicated on the recall eligibility list. Should an employee be unavailable to return to work in a period of time as deemed reasonable by the Council, or refuse to return to work, that employee’s name shall be removed from the re-employment list. Any such employee shall be eligible to apply for original appointment in accordance with the appropriate section of these Personal Rules and Regulations.
- ♦ Section 10.2 A.4 Remove.
- ♦ Section 10.2 A.5 Remove.
- ♦ Section 10.3 A.9.f Add “The Department Head is responsible to delete accessibility to access codes.”.
- ♦ Appendix J “In accordance to Section 165.07” should be updated to what the section is currently.
- ♦ Appendix K update per policy already updated in the Mantua Village Employee Handbook.
- ♦ Section 7.11 B Replace with “Any employee or elected official contacted by the news media or a citizen on a matter related to Village operations should direct the caller to contact the mayor or his/her designee. This policy is designed to avoid duplication, assure accuracy, and protect employees and elected officials and the Village from the dissemination of misstatements and misinformation. This policy does not prohibit employees or elected officials from making a public statement, in their off-duty hours, on matters of public concern. However, this policy does prohibit employees and elected officials from making unauthorized public statements during their working hours and from making public statements about matters of private concern that negatively impact the Village.”
- ♦ Section 2.4 C The first paragraph should read “It is the Village’s policy to employ the best-qualified people, based on competence. However, careful consideration must be given when employing persons who are related by blood, marriage, romantic involvement or general influence, to prevent inappropriate working relationships from arising in the workplace.”.

- ♦ Section 2.4 C Add a paragraph “It is particularly important that village employees guard against relationships, which might be construed as evidence of favoritism, coercion, unfair advantage, or collusion. While not prohibited, questions of fairness and impartiality may arise in certain situations. Furthermore, such relationships may present impropriety to the public.
- ♦ Update index as needed.
- ♦ Fix the spacing on the page titled “Acknowledgement of receipt of Auditor of State fraud reporting system information Village of Mantua, Ohio Current Employees”

Village Council decided that they will discuss adding Juneteenth to the paid holidays, at the next meeting, and to discuss time and a half to people that have to work on a holiday.

- ❖ Scott motioned to move all amended changes to the Mantua Village Handbook discusses on 10.4.2022 in the Special Council Meeting, and on 10.12.2022 in the Workshop, sent to Village Council. Steve second. All ayes.

Adjournment

- ❖ Tammy made a motion to adjourn at 8:38 p.m. Scott second. All ayes.