

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

May 15 2023 - Held 4:05PM

The Greenfield Township Trustees met in a special session at the Township office building to work on updating the employee personnel policies for non-bargaining unit employees. Trustee Kosch called the meeting to order. Dave Cotner, Lonnie Kosch and Kent Searle were present along with Dawn Wyne.

The following areas of the previous policy were discussed:

- 1.6 Position Covered
- 1.15 Definitions
- 3.1 Payment of Wage
- 3.2 Overtime
 - 3.2.1 Payment of Overtime for Meeting Attendance
- 3.5 Call Back
- 4.1 Standard Work Week
- 4.3 Lunch Hour
- 4.2 Authorized Leave
 - 5.1.1 Combining Paid Time Off/Leave
- 5.2 Holiday Leave
 - 5.2.1 Work on Holiday
- 5.3 Vacation
- 5.5 Civil Leave
- 5.7 Bereavement Leave
- 5.8 Sick Leave
 - 5.8.1 Reason for Sick Leave
- 5.10 Family and Medical Leave
- 5.11 Compensatory Time
- 5.12 Personal Days
- 6.1 PERS/OP&F
- 6.2 Worker's Compensation
 - 6.2.1 Notification of Injury
- 6.3 Insurance
- 8.10 Use of Township Equipment
- 8.11 Disposal of Township Equipment/Property
- 9.3 Documents of Reprimands
- 9.6 Grounds for Disciplinary Action and Penalties

The following areas were discussed and will be added:

Travel and expense reimbursement
Credit Cards and Vendor Purchases

Fiscal Officer Wyne will work on updating the changes to the policy. Once the changes are made, she will provide a copy to the Trustees for review and approval.

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With no further business to be discussed, a motion to adjourn was made by Trustee Searle; seconded by Trustee Cotner.

ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

Meeting adjourned at 7:35 p.m.