

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF SPECIAL SESSION OF JUNE 3, 2015**

The Ravenna Township Board of Trustees met in Special Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on June 3, 2015. Trustee Hank Gibson called the meeting to order at 5:02 P.M. Roll call showed the following present: Trustees Vince Coia, Hank T. Gibson, and Pat Artz; Fiscal Officer Gail Pittman, Fire Chief Mark Kozak, Zoning Inspector/Liaison Jim DiPaola, Assistant Fiscal Officer Jon Summers and Ray Taylor sitting in for Road Supervisor Darrell Stephens

The purpose of the Special Session was a work session to review, update and discuss possible changes to the Township Personnel Policy Manual.

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The introduction and sections 1 and 2 were reviewed during this session.

In the introduction, it was decided that it should be stated more clearly that the current CBA contract would prevail if there were any conflicts with the policy manual.

Section 1 covers objectives, management rights, equal employment opportunity, ethics, dissemination and policy amendments. All were reviewed, little was changed.

Section 2 covers vacancies, announcements and application, promotions, transfers, acting supervisory pay, employee status, merit system, layoff and recall, performance evaluations, personnel files, outside employment, separation pay and resignations. More discussion was done in this section, specifically with regards to defining part time versus full time employee status to what is actually done and align with the Ohio Revised Code language. It was determined that the part on layoff and recall will need to be reworked and modeled on the full time and part time CBAs used by the Fire Department to reflect seniority and not merit basis. It was also determined that the personnel files should be examined to verify that the data is segregated to satisfy both the public and privacy laws. Modification of some of our forms may be necessary. The need for a structured pay scale for the Road Crew was tossed back and forth and slight modifications to several other areas were discussed.

ADJOURNMENT

A motion by Vince Coia, seconded by Hank Gibson to adjourn the meeting at 6:45 p.m.
R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE