



AGENDA

Administration & Compensation Committee

Thursday

January 12, 2023

7:00 PM

| Village Hall | 21 W. Washington Street | Chagrin Falls, OH |

This is a public meeting and all are welcome to attend.
In-person meetings are held in council chambers at Village Hall.

Committee Members: Jack Subel, Erinn Grube, Mike Corkran

Agenda Items

1. Approval of Minutes; November 17, 2022
2. Boot Allowance Policy – see Exhibit “A”
3. Cell Phone Provision Policy – see Exhibit “B”
4. Travel Expense Policy – see Exhibit “C”
5. Parental Leave Policy – see Exhibit “D”
6. Adjournment

Exhibit "A"

Boot Allowance Policy

A boot allowance policy is not currently included in the Employee Manual, the following amendments are recommended.

SECTION 2. EMPLOYEE BENEFITS

2.1 CLOTHING ALLOWANCES ~~FOR POLICE AND FIRE~~

Police and Fire

- For Police Employees (See C.O. 149.02)
- For Fire Chief (See C.O. 149.02)
- For Fire Inspector (See C.O. 149.02(d))
- For Fire Fighters – One-half (1/2) the cost of personal protective equipment is provided by the Village. (See C.O. 149.02)

Other Village Staff

- For Utilities, Streets and the Building and Zoning Inspector – Annual reimbursement allowance of \$200 per year for work boots related to job activities.

Exhibit "B"

Cell Phone Provision

The cell phone allowance policy is not currently included in the Employee Manual, the following amendments are recommended.

SECTION 3. WAGES AND COMPENSATION

3.15 ~~Job Related Expense Policy~~ Cell Phone Provision

Certain positions require employees to execute some or all their job duties in the field, away from a Village facility/office. Employees working in the field are expected to carry a cell phone as an instrument to fulfill their job duties, maintain communications with other Village employees, and make themselves available for routine and emergency operations. These employees are expected to maintain a functional cell phone, to be available during business hours and agree to accept business related calls as necessary to execute their job responsibilities.

Eligible Employees:

Employees in the following positions are eligible for a cell phone provision;

- Chief Administrative Officer
- Fire Chief and Fire Marshal
- Police Chief and Police Lieutenant
- Streets and Service Department Employees
- Utility Department Employees, except for the Utilities Clerk
- Building and Zoning Inspector

Options:

Eligible employees may select one of the following cell phone provisions;

Village-Owned Cell Phone

Employee may be provided with a Village-owned cell phone that is considered Village property to be used as a business tool and should not be used for personal use. The following allowances and mutual understanding apply:

- No monetary reimbursement to employee.
- Cell phone payments are the responsibility of the Village.
- The Village accepts risk of damage; the Village is responsible for repairs to cell phones as Village-owned property.

Personal Cell Phone

Employees may use a personal cell phone for business purposes that is considered personal property to be used as a business tool in addition to personal use. The Village recognizes additional wear and tear as a result of cell phone use for business and offers the following allowances and understanding:

- Annual cell phone reimbursement allowance of \$600.00 (paid twice monthly via payroll)
- Cell phone payments are the responsibility of the employee.
- The employee accepts risk of damage, the Village is not responsible for repairs to cell phones as personal property.
- Cell phones used to conduct Village business are subject to the Village records retention policy.

Exhibit "C"

Travel Expense

The following amendments to the Employee Manual are recommended. Section 3.14 will encompass all travel related allowances. Section 3.15 will be repurposed for the cell phone allowance policy.

SECTION 3. WAGES AND COMPENSATION

3.14 TRAVEL AND OTHER EXPENSE ALLOWANCES

~~The Mayor is authorized to establish and enforce a policy for the reimbursement of travel and other expenses to employees which are incurred while involved in approved Village business. At no time shall the reimbursement of expenses for use of a personal vehicle exceed the current allowance established by the Internal Revenue Service for use of a vehicle for business purposes. Allowance for meals shall be on a per diem basis. (CO. 149.13).~~

~~Receipts are required for reimbursement of all travel related expenses.~~

3.15 JOB RELATED EXPENSE POLICY

~~Expenses which are incurred by employees outside Village limits for authorized business and training on behalf of the Village of Chagrin Falls including transportation, meals and lodging will be reimbursed as follows:~~

- ~~• Employee must obtain prior approval from the Department Head for a day trip/event and must also obtain prior approval from the Mayor for overnight trips/events.~~
- ~~• Prior funding approval must be obtained from the Finance Director.~~
- ~~• Meal expense is limited to be \$15 breakfast/\$15 lunch/\$25 dinner for overnight trips/events; \$15 lunch only for day trips/events (alcohol excluded).~~
- ~~• Employee will be paid IRS mileage rate for use of personal vehicle.~~
- ~~• An itemized expense statement with receipts attached must be filed with the Director of Finance within thirty (30) calendar days of the employees return to normal work duties.~~

3.14 TRAVEL AND OTHER EXPENSE ALLOWANCES

Travel and other expenses employees incur while involved in approved Village business and will follow Village procedures and will be reimbursed as follows.

Procedures:

- Employee must obtain prior approval from the Department Head for a day trip/event and approval from the Mayor for an overnight trip/event.
- Receipts are required for reimbursement of all travel related expenses.
- An itemized expense statement with receipts attached must be filed with the Director of Finance within thirty (30) calendar days of the employees return to normal work duties.
- Expense reimbursements for personal vehicle use (POV) may not exceed the current allowances established by the U.S. General Services Administration (GSA)
- Meal reimbursement shall be on a per diem basis established by the U.S. General Services Administration (GSA).

Reimbursements:

Mileage Reimbursement (Privately Owned Vehicle (POV))

- Employees will be paid the GSA mileage rate for use of personal vehicle
- GSA Rates: located at <https://www.gsa.gov/mileage>

Meals & Incidentals (M&IE) Reimbursement

- Employees will be paid the GSA recommended daily amount for Meals & Incidentals by travel destination (alcohol excluded).
- GSA Rates: located at <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - print the rates and attach to your reimbursement request

Lodging Reimbursement

- Employees will be reimbursed at a reasonable rate with prior approval.

Exhibit "D"

Parental Leave

A parental leave policy is not currently included in the Employee Manual, the following addition is recommended.

SECTION 2. EMPLOYEE BENEFITS

2.14 PARENTAL LEAVE

Purpose: Birth, adoption

Covered Employees:

Regular full-time or part-time employees who have worked for the Village for at least 12 consecutive months and qualify for FMLA leave; parents, legal guardians, individuals who permanently assume and discharge parental responsibilities. This does not cover individuals who adopt a spouse's child.

Maximum Leave Duration:

Up to a total of eight weeks, including an initial two weeks of leave for which employee may use accrued leave time (sick or vacation) or take unpaid, followed by six weeks of paid parental leave.

Third-trimester miscarriage, stillbirth or child's death: Two weeks at full salary.

Benefit Amount:

70 percent of current salary; employee may use accrued leave to supplement income up to 100 percent of current salary. Employee contributions towards benefits will continue during paid leave.

Interaction with Other Forms of Leave:

Will run concurrently with FMLA leave; paid parental leave is in addition to, but runs concurrent with any short-term disability benefit associated with childbirth. Employee can receive full pay during 14-day waiting period and parental leave by supplementing sick, personal or vacation leave or compensatory time balance; since parental leave is designated as FMLA leave, employees need not exhaust accrued paid leave prior to going on unpaid leave.