

**VILLAGE OF CHAGRIN FALLS  
ADMINISTRATION AND COMPENSATION COMMITTEE  
December 3, 2020**

Members present: Wyville, DeBernardo  
Also present: Mayor Tomko, Bloom, Jamieson, Newell

The virtual meeting was called to order at 8:00 a.m. by Chairman Darren Wyville.

**UPDATED DEFINITION OF A PART-TIME EMPLOYEE**

Currently in the Employee Handbook, under Section 1.2, it defines a full-time employee as one who is regularly scheduled to work at least 40 hours per week, and a part-time employee as one who is regularly scheduled to work less than 40 hours per week. In considering the parameters of benefit laws, (Affordable Care Act) and looking at the staffing needs of all departments, the recommended changes to the language are:

**FULL-TIME EMPLOYEES:**

- Regularly scheduled to work at least 40 hours per week, year-round.

**REGULAR PART-TIME EMPLOYEES:**

- Not to exceed 29 hours of work per week OR 1,559 hours in a calendar year.

**SEASONAL PART-TIME EMPLOYEES:**

- Can work up to 40 hours per week, but not to exceed 6 months in a calendar year.

No action was taken.

**FRAUD POLICY**

There was no discussion.

The meeting adjourned at 8:27 a.m.

---

Darren Wyville, Chairman  
lgb