The Handbook Committee for the Village of Monroeville met in Council Chambers on 7/20/2026, at 5:00pm in Council chambers, for the purpose of discussing various sections of the employee handbook.

Present were Ms. Chris Raftery, Ms. Tammy Schlachter, Ms. Sue Rogers, Mr. Jim Ehrman, Ms. Eunice Collene, Fiscal Officer, and Police Chief Jon Earl.

Ms. Collene stated that this was a preliminary meeting for the members to know what items in the Handbook were being looked at. For example, there is a section that bans cash transactions and it makes a reference to cash being a means for criminals and drug dealers. This does not belong as we deal with cash transactions in the administrative office every day. Therefore, it can't be banned, otherwise I'm violating this every day.

While reviewing the handbook and making changes, there will be red line strikeouts and some things in bold. At the conclusion of reviewing the handbook, the rough draft with the changes that are made can then be distributed to everyone so they can see the changes that have been made.

Discussion regarding comp time began. Ms. Collene noted she had discussed this at the department head meeting, and it was met with favorable replies. Highlights include savings in wages to the village, possible effects on productivity with the time off, approval process, and placing a cap of 100 hours of accumulated time.

Chief Earl referred to the current flex time that is in place, which Ms. Collene stated that the way it is being done is incorrect as true flex time must be done in the same work week, not pay period. Chief continued discussing the positive effects for his department, notably, with regards to the school resource officer and the scheduled time with the school as well as school activities. He continued saying he has seen comp time being abused in other places and that capping it at a certain level where it would not be a financial hardship if someone ends their employment with the village and we have to pay out that lump sum.

Ms. Raftery asked about tracking of comp time. Ms. Collene explained the functionality of the payroll software as it refers to comp time, such as the time being noted on the paystubs as well as payroll reports.
The software will also recognize when an employee has reached the 100-hour cap. She noted that the village previously had earned time. While this was eliminated, it is still noted several places in the handbook and needs to be removed. Continued discussion on how earned time was earned and used and why it was eliminated.

Ms. Collene stated that there are other items to be reviewed in the handbook. Ms. Schlachter asked if we need to do some subsections for the police department as there are some things that might work better for the police department and not necessarily for water, street and electric. Ms. Collene replied not necessarily to subsections and it will be better to keep it as uniform as possible. There may be a need to specify some things as police only.

Mr. Ehrman wanted clarification regarding the fact that when you take comp time, you can't be creating overtime or calling in other personnel. And if you were to have 100 hours of comp time and you retire, that won't be paid out at time and a half. Ms. Collene acknowledged use of comp time was not to create overtime for anyone and that payout of comp time at departure would be required to be paid out. It is time earned for time worked.

Ms. Collene also made a change in the handbook to include any changes to employees' direct deposit shall be made personally and in writing by completing and signing the required form which will be in compliance with our cybersecurity. Another item that has been asked for by employees is sick time usage being restricted to one-hour increments. Safety training needs to be addressed from what is required, to cost and topics. During budget, uniform options that could bring a savings to the village has been discussed. Chris asked to be brought up to speed with the uniforms. We are currently under contract. Several employees would rather have a uniform allowance to purchase their own. Employees would then be required to provide receipts. This amount would be a set/allowed amount.

Removal of the random drug test program is another topic for discussion. If removed, this would not change pre-employment, post-accident or reasonable suspicion. Ms. Raftery asked if we might consider an annual test for everyone. It was noted that the reasonable suspicion would be sufficient. Also, the employees with CDL's would still have random ODOT testing.

There being no other business to come before them, the meeting adjourned at 5:40pm.

Respectfully submitted,

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Eunice A. Collene, Fiscal Officer

The minutes of this meeting were recorded by Administrative Assistant Ann Beck. Fiscal Officer Eunice Collene examined them for both form and content and subsequently approved them as transcribed.