



ADMINISTRATION • 115 Executive Parkway, Suite 400 • Hudson, Ohio 44236 • (330) 342-1700

MEMORANDUM

Date: August 17, 2018
To: Members of Council
Cc: Jane Howington, City Manager
From: Suzanne Havranek, Human Resources Manager
Re: **Overview of Employee Handbook Updates and Revisions**

In preparation for the Council Workshop of August 28, 2018, I am summarizing the proposed and approved amendments by the Personnel and Advisory Appeals Board to the Employee Handbook and Personnel Rules for your review. To assist you with the proposed changes, ~~items in red indicate current language to be removed~~, and items in blue indicate proposed language to be added.

CHAPTERS

Introduction

- Under Section A. *Disclaimer* – remove the first sentence regarding to work for a progressive employer.
- The addition of the word policies when discussing the handbook rules and policies within Section A. *Disclaimer*.
- Remove sections *City at a Glance* and *Organizational Chart*.
- Update Cable TV Advisory Committee to Hudson Community Television Advisory Committee under *Boards and Committees* section.
- Update Mission Statement language.

Chapter I – Definitions

- Alternate Work Schedule and Compensatory Time added to definitions.
- Update Date of Hire to remove language regarding performance evaluation date since moving to pay for performance evaluation which is done at the same time each year for all non-bargaining employees.
- Add definitions for Flex Time, Hours Worked and Job Classification.
- Update Pay Range to Pay Band to align with new compensation system.
- Update Promotion to remove language regarding pay range.
- Update Transfer to remove language regarding pay range and distinguish lateral movement

Chapter II – Municipal Office Hours

- Update section to specify safety forces to include Police and Fire.
- Acronym for EMS clarified at first use.

Chapter III – Pay and Classification

- Added Employment Classifications language to section and clarified types of employment and exemption status.
- Update section A. (3) & (5) Job Analysis and Classification and Compensation Schedules to remove language regarding pay ranges.
- Update section *Pay Periods* B(1) to reflect change to current electronic distribution and clarification of payment for volunteer fire.
- Add section B.(2) to *Pay Periods* to clarify accuracy of pay and remedy for correction.
- Update section C. *Direct Deposit* language regarding requirement to be on direct deposit.
- Update section D. *Overtime Pay and Compensatory Time* to align with current practice, include flex time, change hours earned for compensatory time to be consistent with unions, and reiterate authorization needed for overtime.
- Update section E. *Stand-by Pay* changing rate for Fire employees as Duty Officer.
- Update section F. *Call-out Pay* to clarify part-time EMS employees call-out pay prior to unscheduled vs. scheduled working hours.
- Update section G. *Automobile and Mileage Allowance* to include current administrative directive policy regarding allowance and time frame to submit mileage.
- Update section H. (3) *Compensation for Attendance at Schools* language to clarify IRS limits and options for reimbursement.
- Update section H. (4) *Compensation for Attendance at Schools* language to clarify obtaining a Fire protection degree.
- Update section I. (2) *Uniforms and Uniform Allowance* dollar amount to reflect current reimbursement amount reflected in union contracts with Teamsters and Utility Workers and time period to submit reimbursement.
- Update section K. *Deferred Compensation* language to clarify contribution limits.
- Delete section M. *BFG Federal Credit Union* – unnecessary to promote one financial institution over others within the city.

Chapter IV – Benefits

- Remove language in *Health and Life Insurance* A.(1) regarding health coverage types. Coverage types no longer applicable.
- Remove A.(3) Health Insurance Reimbursements under section A. *Health and Life Insurance* (3). Section was intended for former employees formerly employed by CEI who were offered this option and grandfathered under this language when hired by Hudson. All have retired and contents of this section are no longer applicable.
- Update language in section C. *Employee Assistance Program (EAP)*.
- Remove section D. *Lifecenter Plus Fitness Center*. Unnecessary to promote one health facility over others within the city. Information provided to new hire during onboarding.
- Update *Changes to Personal Information* to comply with current Federal/State guidelines.

Chapter V – Time Off/Leaves

- Section C. *Sick Leave (1)* was updated to clarify sick leave that is given when employee leaves/retires. Current practice is to grant sick leave in the same manner as when an employee starts.

- Section C. *Sick Leave (2)(g)* added to Authorized Uses of Sick Leave to allow an employee to use sick time for the death of a family member that doesn't fall under the bereavement time policy.
- Section C. *Sick Leave (3)* removed requirement to complete a sick form if using less than 3 days of sick.
- Section C. *Sick Leave (6)* added language to allow leave for a member of employee's household or immediate family member that doesn't fall under FMLA.
- Section C. *Sick Leave (8)* removed Council authorizing the grant of advance sick leave and leaving it to the discretion of the City Manager.
- Section C. *Sick Leave (10)* update language to On-the-Job Injuries that are handled through the Ohio Bureau of Workers Compensation.
- Update Section D. *Sick Leave Donation* to include administrative directive from January 1, 2011 which clarified that all available accrued leave time must be used before donations can be solicited.
- Update Section E. *Special Leaves (5) FMLA* to run it concurrently with any leave time taken instead of "stacking" the time as current policy allows. Also updated language for military family members.
- Remove paragraph (7) *Maternity/Paternity Leave* since employee may be eligible for FMLA leave and if not, sick leave allows time off for the birth of child.

Chapter VI– Employment Procedures

- Update section A. *Equal Employment Opportunity* and insert section B. *Affirmative Action Program* language to reflect more current language and fold in Administrative Directive #14-01.
- Section C. *Vacancies* – update Human Resources Manager to Human Resources Department throughout handbook, remove references to Town Hall and add a designee for the City Manager in regards to the application process, examination and eligibility list.
- Section D. *Appointment* – update language regarding probationary appointment to extend time period to one year for EMS safety members and part-time police dispatchers. This extension provides more time for members to become familiar with the City and is a best practice which aligns with the current probationary period for law enforcement officers.

Chapter VII – Rules and Policies

- Section A. *Dress Code* – update language to clarify departmental responsibility and reasonableness determined on a case-by-case basis. Examples included for appropriate attire.
- Section C. *Smoking Policy* – update language consistent with Administrative Directive #06-03 (updated 1/1/2013) to reflect the current use of electronic cigarettes and other similar devices and clarify locations prohibited.
- Section D. *Occupational Health and Safety Program* – clarify training provided and attendance required as determined by the City.
- Update Section E. *Light Duty* to reflect current terminology used by Bureau of Workers Compensation regarding transitional work.
- Section F. *Technology Use Policy* – update section with new revised technology use policy.

- Section G. *Social Media Policy* – insertion and revision to previous Administrative Directive #12-03 policy to better reflect current conditions in social media and online networks.
- Added Section H. *Media Relations Policy* – incorporate current policy into handbook.
- Section I. *Employee Privacy and Phone Call Recording* – insertion of Administrative Directive #12-01.
- Sections J, K, L & M *inserted* regarding cell phone allowance, usage, and pagers policies. Policies previously approved by PAAB April 2, 2015 and Council.
- Section N. *Fraternization/Nepotism – Employment of Relatives or Friends Policy* – insertion of Administrative Directive #12-01.
- Section O. *Sexual and Other Unlawful Harassment* – add clarifying language to existing policy. Include more precise definitions and outline the complaint and investigation procedures.
- Section P. *Violence and Other Inappropriate Behavior* – update section with language from Administrative Directive #04-01.
- Section Q. *No Weapons Policy* – insert policy reflecting Administrative Directive #04-01 and revised language to be in compliance with SB199 which allows a Concealed Carry Weapon holder to carry, transport, or store a concealed weapon in areas currently prohibited. R.C. § 2923.1210 allows transport and storage and disallows a business entity, property owner, or public or private employer from establishing or enforcing a policy that prohibits a CCW holder from transporting/storing a firearm.
- Section S. *Use of City Equipment and Vehicles* – insert a new vehicle use policy and combine with current *Use of City Equipment* policy.
- Add Section U. *Acceptance of Gifts* – incorporate Administrative Directive #09-03 into handbook.
- Added Section W. *Outside Employment* – addition of new policy.
- Added Section Y. *Pre-Disciplinary, Reduction or Termination Hearing* – added new policy to outline guidelines for hearings and creates a Due Process mechanism.
- Section Z. *Discipline* – insert clarifying language.
- Section AA. *Grievance Procedure* updated to *Complaint Procedure* and language changed to reflect such.
- Section AB. *Employee Council* – insert language from Administrative Directive #09-06 to clarify employee council guidelines.
- Section AD. *Personnel Rules* language updated to reflect application to ALL employees.
- Added Section AE. *Telecommuting* – insert language addressing the ability of employees to work from home or another location.
- Added Section AF. *Americans with Disabilities Act* policy to provide guidance on laws and reasonable accommodations.
- Added Section AG. *Fitness for Duty* policy to clarify the process and ensure the safety of all employees.