

**Ogden Dunes General Code Review Committee
Meeting Minutes**

Tuesday, May 19, 2020 - 7:00 PM Online

Member	Present	Member	Present
Richard Meister, Chair	X	Jim Slawinski	X
Ken Thompson, Sec	X	Lynn Toomey	X
Connie Collins	X	Nate Ball, TC Member	X
David Hollar	X	Doug Cannon, TC Member	X
Mike Shaefer	X	Jean Manna	

Meeting called to order at 7:03 p.m.

Approval of Minutes from the November 19, 2019 meeting. Approved as written by unanimous consent.

Old Business:

Fines: Jim Slawinski provided a table listing of fines for different violations of parts of the General Code as an introduction for the committee’s review and efforts to rationalize the fine structure.

The rest of the meeting was focused on the **Human Resource Policy Manual/ Ordinance Proposal**. The proposed ordinance change was provided which was a **TOWN OF OGDEN DUNES PERSONNEL POLICY HANDBOOK** proposed by Town Council Member Carolyn Saxton, proposed as a new set of Ordinances that would replace Title III, Chapter 34, Personnel Policies, of the Town of Ogden Dunes Code of Ordinances. Town Council Member Doug Cannon and General Code Committee member Ken Thompson proposed a revision of the proposed Handbook that would be designed to help educate the user as to the Policies in Chapter 34 and other desired behavior expected of employees, so Chapter 34 would be retained in the Code (with some minor changes) and the proposed revised handbook would be used as more explicative document of Chapter 34. This was discussed and was approved in a roll call vote (as the session was online) by a vote 7 to 1.

The next set of items focused on variances that were proposed in the Saxton version that differed from the Chapter 34. In the time remaining, the committee covered the first 7 items (see table below) and voted to sustain the wording in Chapter 34 over the changes made. This was done to determine if the General Code Committee would recommend those proposed changes as a modification to Chapter 34 now that it was determined that the committee recommended that Chapter 34 of the Code would remain rather than be replaced.

Items 8-15 and the 9 proposed changes in Chapter 34 that was supported by Saxon, Thompson, and Cannon (items 1-9 in the second table below) would be addressed in the next meeting. As the town council wanted prompt action on these items, an additional meeting was called for later this month.

Adjournment approved by unanimous consent at 9:02 p.m.

Next meeting on will be a special meeting later this month to continue with consideration of the above covering from item 8 in the first list above.

Respectfully submitted: Ken Thompson, Sec.

	Col 1	Col 2	Col 3	Col 4	Col 5
#	Reference in Handbook	Line # Reference in Revised Handbook	Reference in Cpt 34 in current Ordinances	Proposed Change	Rationale
1	Pg 12 bottom 34.5.03.01	<i>Proposed change already included in the revised handbook</i>	34.22A2	Handbook should revert to current ordinance – “anniversary date” not “calendar year”	Out of fairness to the employee given people are hired at different times of the year
2	Pg 13 - 34.5.03.02 elimination of sick bank	<i>Proposed change already included in the revised handbook</i>	34.22 B	Keep the current wording. Do not eliminate sick bank	The sick bank will help if someone has an extended illness
3	Pg 13 - 34.5.04	<i>Proposed change already included in the revised handbook</i>	34.23D2	Keep the current ordinance wording – do not cut the unused vacation leave in half.	Why the reduction in half 160 to 80 of unused vacation leave – it is a good perk for employees
4	Pg 13 - 34.5.04.03	<i>Proposed change already included in the revised handbook</i>	34.23D3	Keep the current wording. Do not make the employee have to schedule time off within 2 weeks rather than 30 days	Current wording allows for greater flexibility for both the employee and the department.
5	Pg 14 -34.5.04.05 – you can only be paid for unused vacation days in the year you were terminated	<i>Proposed change already included in the revised handbook</i>	Not addressed	If you earned vacation time and did not use it and were terminated, you should be paid for it.	If you earned vacation time and did not use it and were terminated, you should be paid for it.
6	Pg 14 – 34.5.05.01 – part timers paid for holidays	<i>Proposed change already included in the revised handbook</i>	Not addressed, only full-time employees can receive holiday pay	Keep the current. Holiday pay only occurs to full-time employees	Gets murky, how much pay would they received. Not normally paid in industry
7	Pg. 14 – 34.5.05.02	<i>Proposed change already included in the revised handbook</i>	Part-time employees not addressed	Delete part time in this part of the handbook	
8	Pg. 14 – 34.5.05.03	<i>Proposed change already included in the revised handbook</i>	34.21B	Granting two additional holidays must be determined by the town council on when as stated in the current ordinance	Town council needs to determine these as it involves spending money.
9	Pg 14 – 34.5.05.07 – overtime is paid after 80 in two weeks	416		After 40 hours per week or 8 hours per day	We think this is a federal requirement. Seems strange to say you worked 60 hours in one week, 20 in another and you get no overtime payment,
10	Pg. 15 – 34.5.06 – Bereavement benefits paid immediately	<i>Proposed change already included in the revised handbook</i>	34.256B1 paid after 1 year	Paid after one year	Should be earned with employment
11	Pg 16 – 34.5.10.01 – use of a vehicle for personal use for only within 30 miles	605-622	Not addressed	Delete proposed 34.5.10.01	Town has significant liability if we allow vehicles to be used for personal business.
12	Pg 17 – 34.5.11.02 & 34.5.11.03 \$1200	<i>Proposed change already included in the revised handbook</i>	34.30 \$1200	Each had \$1200, we proposed changing it to “up to \$1200 with valid receipts”	Just good financial controls
13	Pg 21 – 34.8.01 – work rules	1109-1135		Delete this section	Most of this is covered by “At-Will Employment” in the state so unnecessary and leads to “well you did not cover this infraction so it is OK to do”

14	Pg 22 – 34.8.02L illegal time card punching	1167-1168		Delete	We do not use a time card system
15	Pg 22 – 34.8.02 Major infractions	<i>Proposed change already included in the revised handbook</i>		Delete	Many of these are already covered in state and federal laws like use of drugs.

#	Reference in Handbook	Line # Reference in Revised Handbook	Proposed Change in Cpt 34	Rationale	Where in Cpt 34
1	Pg. 9 – 34.3.15	806-816	Full time employees are not eligible to be employed by two different entities within the Town of Ogden Dunes		34.02
2	Pg 10 – 34.4.03	308-310	Add this section plus add 40 hours in a week or over 8 hours in a day		34.033
3	Pg.11 – 34.4.05 Shaded area	330 changed to the written permission of the Town Council	include	To correct errors made if needed	34.25D
4	Pg. 13 – 34.5.04.01	440-442	Change years of service to: 1 st yr. 1 wk 2 nd year. 2 wk 4 th year. 3 wk 8 th year. 4 wk 12 th year 5 wk	Was a big gap between 2 nd then 7 th , just balancing out a bit	34.23C
5	Pg 14 - 34.5.05.01	376	Maybe instead of Good Friday, President's day or Martin Luther King Day		34.21
6	Pg 19 – 34.7.01	120, 121, 236, 1212, 1214	Post bulletin boards in town hall and town garage	Maybe required for OSHA, Affirmative action, Fed Labor Laws	No needed for an ordinance, just should be done
7	Pg 21 – 34.8.01	1126-1129	Delete shaded.	rather harsh	Covered in at-will employment state policy
8	Pg 26 34.9.04.01	967-969	Rev 34.04 B	Why different for police	
9	Pg 17 – 34.5.11.02 & 03	637-641	Rev 34.30 to include "with valid receipts"		