

TO: Village Council and Mayor Brown
FROM: Rules & Law Committee, Susan Brownknight - Chair
RE: Employee Handbook Update
Code Section 150.18
DATE: December 19, 2022

The Rules & Law Committee met on Monday December 12, 2022 at 5:00 p.m. Present were Kelly Rankin, Dr. Marcy Lewis, Mayor Bill Brown, Chuck Barlow, Chief Rick Hines, Joanee Van Pelt and Susan Brownknight.

Mrs. Brownknight reviewed the process for updating the new employee manual and producing the current draft. The process included multiple meetings since May 2022 and edits from Department Heads. Department Heads also received three weeks to review and provide comment/edits to the final draft. Material edits were reviewed with the committee. Mrs. Brownknight thanked Joanee Van Pelt for her leadership in the process. Solicitor McTigue reviewed the manual and made one recommendation, which was incorporated into the draft. Said email is attached.

The Committee recommends Council approve the updated Employee Manual and corresponding Employee Salary Ordinance which is recommended to be approved on an emergency basis due to the pending January holidays.

The committee also discussed Section 150.18. Pending concerns from Building Administrator Rod Holloway, it is recommended that Council continue with the original recommendation made by the Rules and Law Committee which were accepted by Council in October 2020 to strike Section 150.18 as full Council has now passed alternative language approved by The Economic Planning and Zoning Committee. It is recommended that the Solicitor prepare the necessary legislation.

Respectfully Submitted,

Susan Brownknight, Chair

Kelly Rankin, Vice-Chair

Dr. Marcy Lewis, Member