



**Village of Milan  
Council Work Session Meeting  
June 10, 2021**

A work session for the Village of Milan Council was called to order with the Pledge of Allegiance by Mayor Pam Crosby on Thursday June 10, 2021 at 6:00 p.m. in the Council room at 11 S. Main Street, Milan, Ohio.

Roll call: McIlrath – yes, Bickley – yes, Rospert – yes, Shafer – absent, DeLand – yes, Taylor – absent.

Motion by Bickley, seconded by DeLand, to excuse Taylor from tonight’s Council work session meeting. Vote-all yeas, motion carried.

Also, present: Mayor Pam Crosby, Fiscal Officer Cathy Ramey, Administrator Brian Rospert, and Attorney Jim Barney.

**Agenda**

Continued review and discussion of Personnel Policies.

**Chapter 5 Benefits – Section 5.4 Sick Leave – N. Leave Donation Program** – addition to this. No donation of time can be made that will leave an employee with a balance of less than 200 hours of accrued time.

**P. BEREAVEMENT** – add, Upon the death of a member of the employee’s immediate family, as outlined in Section 5.4(C) above, an employee is permitted bereavement leave. The amount of leave is not to exceed five (5) workdays and the number of days is determined according to the Request for Bereavement Pay form. In addition to the family members delineated above in Section 5.4(C). Employees are entitled to up to three (3) workdays of bereavement leave for the following family members: Brother, Sister, Brother-in-law, Sister-in-law, Parents-in-law, Grandparents, and Grandchildren. Additional bereavement maybe compensated from sick leave subject to approval from the Administrator or Chief of Police.

**5.5 JURY DUTY & COURT LEAVE** – replace the current with - A. An employee will receive full pay when summoned for jury duty by a court of competent jurisdiction or subpoenaed to appear before any court, commission, board or other legally constituted body authorized by law to compel the attendance of witnesses, providing the employee is not a party to the action. The employee should notify his/her Superintendent as soon as notice is received.

B. Any compensation received from the court must be paid directly to the Village unless all duty is performed outside regular work hours.

C. An employee who must appear in court on his/her own behalf will not be compensated for court leave, but may use personal days, flex time (at the employee's discretion), vacation leave, or if these benefits are not available, may request unpaid leave of absence. Whenever possible, an employee must give at least one (1) week advance notice of the need for such a leave.

D. An employee released from jury duty before the end of his/her workday must report to work for the remaining hours.

E. An employee who is required to attend court on behalf of the Village or in conjunction with their duties as a Village employee shall be compensated accordingly for their time. Employees attending court under this provision shall also be reimbursed for any out of pocket expenses they may incur.

**B. UNIFORMED SERVICE LEAVE** – add verbiage, 31 days in a calendar year, eight (8) hour work days

**5.7 VOLUNTARY FIRE LEAVE** – This section is tabled for now.

**5.8 UNPAID LEAVES** – The Village of Milan is an “At Will” employer. Therefore it holds no obligation to offer unpaid leave to employees for any reason. The Village understands that situations may arise that warrant the granting of such leave and exceptional circumstances will be addressed on a case by case basis.

**A.** Employees who desire to take unpaid leave for any reason shall apply to their respective supervisor (Administrator, Mayor, Fiscal Officer and Police Chief) for consideration. The supervisor shall decide whether or not the situation warrants an unpaid leave, and shall render a decision. The supervisor and the employee, either directly or through their respective legal counsel shall specify the terms of such a leave, or determine the desired date of return to work.

1. Employees who do not return to work, and have not put forth due diligence in informing the Village of such, at the conclusion of their approved leave shall be considered terminated.
2. The Village Solicitor will add language to this section.
3. Employees who wish to extend their unpaid leave shall apply for an extension no later than five (5) business days prior to the completion of the leave. If such request is denied, the employee may apply for a grievance in accordance with the Village's grievance procedure.

**5.9 LONGEVITY PAY – F. change to**

<u>5 or more but less than 10</u>	<u>\$400</u>
<u>10 or more but less than 15</u>	<u>\$600</u>
<u>15 or more but less than 20</u>	<u>\$900</u>
<u>20 or more but less than 25</u>	<u>\$1200</u>
<u>25 or more but less than 30</u>	<u>\$1500</u>
<u>Over 30</u>	<u>\$ 1750</u>

Add to policy, the continuous service pay provided for herein shall be paid annually.

**Chapter 6 Performance Evaluation** – This section is tabled until input from the Police Chief and samples of other community’s evaluation forms are available for Council viewing.

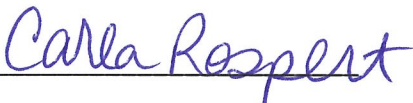
**Questions for Next Meeting**

None

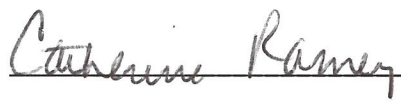
**Adjournment**

Motion by McIlrath, seconded by Rospert, to adjourn tonight’s meeting.

Roll call: Bickley - yes, McIlrath - yes, Rospert – yes, Taylor – excused, Shafer - absent, DeLand – yes.



Carla Rospert, Council President



Catherine Ramey, Fiscal Officer