

Westfield Township Trustees
Special meeting:
Work Session on Policy & Procedure Manual
April 11th, 2008
9:30 AM

Trustees Chairman Sims called Special Meeting Work Session regarding creating a Westfield Township Policy and Procedure manual to order. In attendance is Trustee Sims, Trustee Likley, Trustees Kratzer. Fiscal Officer Martha Evans absent due to previous engagement. Audience member: Ron Oiler also present.

Pages 11-19 of the Guilford manual were discussed, section by section including the following topics:

Employment Status
Personnel Records
Completing and Signing of Forms
Performance Evaluations
Inclement Weather
Bulletin Boards
Township Business Communications:
Termination of Employment
Time Away from Work: Holidays
Vacation:

It was the consensus of the Trustees to revise the vacation schedule as follows:

- After first year employment – 1 week
- After second year of employment – 2 weeks
- After 5 years of employment - 3 weeks
- After 10 years of employment – 4 weeks
- Over 10 years of employment – On day shall be added per year to a maximum of five weeks

The proposed vacation schedule would provide consistency to all full-time employees. The proposed amendments to the vacation accumulation schedule will not be affective until Policy and Procedure Manual is formally adopted by the Board of Trustees.

Sick Leave: Legal clarifications to be requested weather wording is still current under law or statue and is applicable to Westfield Township Policy and Procedure Manual, regarding:

....disability or service retirement with 10 or more years of service with any political subdivision of the State of Ohio may choose to be paid in cash for one-fourth (1/4) the value of his earned, but unused, sick leave credit. The maximum payment may not exceed thirty (30) days.

All revisions, deletions, additions, amendments and notes requesting legal clarification were documented by Chairman Sims on the master copy of the manual.

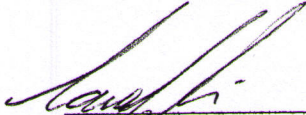
Announcements:

- Zuber : Court Hearing canceled due to Judge Recusing himself the day of the hearing.

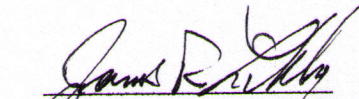
- North Coast Soccer /BZA meeting scheduled for Conditional Use Public Hearing on April 14th, 2008: Tournament scheduled for upcoming weekend. Conditional has expired.
- Fire Committee /Trustee meeting scheduled for Sunday April 13th, 2008.
- Next Regular Trustee meeting April 21, 2008 @7:00 PM

Motion to adjourn made by Trustee Kratzer, Seconded by Trustee Likley. Vote unanimous.

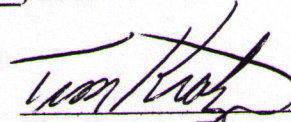
APPROVED May 19th, 2008



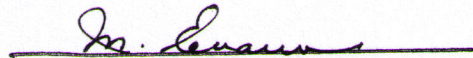
Carolyn Sims, Chair



Jim Likley, Vice Chair



Tim Kratzer, Trustee



Fiscal Officer