

# Personnel Management

OTA Summer Conference  
Thursday, August 5, 2004  
3:00 PM – 4:30 PM

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# Personnel Management

- ◆ If you have even one employee, you are an employer.
- ◆ Every employer needs to have a personnel policies and procedure manual.
- ◆ Personnel policies must reflect state and federal law.
- ◆ Personnel policies serve as a protection for both employer and employee.



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# Personnel Management Sourcebook

## ◆ Ohio Township Personnel Management Sourcebook

- 3<sup>rd</sup> Volume in the Ohio Township Sourcebook Series.
- Current edition released in 2003.
- Contains a sample policy and procedures manual that townships can adapt to their individualized needs.



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# Presentation Goals

- ◆ Highlight several personnel policies that all townships should have included in their personnel manual.
- ◆ On the benefits side of personnel management, discuss the current trend of increasing health care premiums and what townships can do to combat the increases.



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# Personnel Management

## ◆ Common Areas/Topics of Concern

- Sexual Harassment
- Use of Township Equipment
- Concealed Carry Policy
- Employee Benefits: Health Care Premiums and Payment in Lieu of Options



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## Sexual Harassment

- ◆ A clear and direct Anti-Harassment Policy must be in place.
- ◆ Employees must be made aware of the policy.



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## Sexual Harassment

- ◆ Important Aspects of a Policy:
  - Definitions
    - ◆ "Unwelcome conduct"
      - Quid pro Quo or Hostile Environment
  - Clearly Delineated Procedures for Reporting Misconduct
    - ◆ Designate a Person or Office to receive complaints.



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## Sexual Harassment

- ◆ Training
  - Making employees aware of the Anti-Harassment Policy is not enough.
  - Employees and supervisors should receive periodic training on the policy.
  - The presence of an effective training program can be an affirmative defense in court cases against employers.



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## Sexual Harassment

- ◆ Training Components
  - Provide examples of what may constitute sexual harassment in the workplace.
  - Train employees to document the harassment.
  - Address how supervisors should respond to complaints brought to their attention.



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## Use of Township Equipment

- ◆ Many townships already have policies in place regarding the use of township equipment.
- ◆ Does the policy cover such devices as: fax machines, computers, cell phones and pagers, Internet access, and e-mail?



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## Use of Township Equipment

- ◆ Use of these devices should not:
  - Interfere with normal township activities.
  - Involve solicitations.
  - Be used in connection with a for-profit business activity.



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## Use of Township Equipment

- ◆ Use of these devices should not:
  - Create a hostile environment in the workplace.
  - Bring embarrassment or harm to the township.



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## Use of Township Equipment

- ◆ Make sure employees are aware of the policy and what constitutes improper use of township owned equipment.



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## Concealed Carry Policy

- ◆ The Ohio Revised Code mandates the prohibition of carrying, possessing, or conveying firearms or dangerous ordnances on all government property and facilities.



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## Concealed Carry Policy

- ◆ Townships may want to consider having a policy in their employee handbook that specifically deals with firearms/dangerous ordnances.
- ◆ May consider adding language to existing policies on workplace violence



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## Concealed Carry Policy

- ◆ The legislation currently prohibits firearms/dangerous ordnances on all government property and facilities.
- ◆ Other situations:
  - Employees who report to non-traditional work sites not on government property
  - Employees traveling and using township vehicles



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## Concealed Carry Policy

- ◆ Township policy covering Concealed Carry should prohibit employees from carrying a firearm/dangerous ordnance while at work, regardless of work location or means of transportation.



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## Concealed Carry Policy

- ◆ Other considerations when adopting a firearms/dangerous ordnance policy:
  - Reference the Ohio Revised Code
  - Be sure to include dangerous ordnances as banned weapons
  - Provide an exemption for persons otherwise authorized to carry a firearm
  - Post signs giving public notice of the prohibition of firearms/dangerous ordnance on Township property



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## Employee Benefits: Health Care

- ◆ Employee Health Care
  - Annual Wage & Benefit Survey conducted by the Center.
  - Over the past several years, the trend has been for a significant increase in employee health care premiums.



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## Employee Benefits: Health Care

- ◆ Health Care Premiums
  - How are townships combating the increasing premiums?
    - ◆ Competitively shopping for new health care plans.
    - ◆ Absorbing the cost increases.
    - ◆ Increasing the employee's contribution to the premium.
    - ◆ Reducing employee health care benefits.



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## Employee Benefits: Health Care

- ◆ Health Care Premiums
  - How are townships combating the increasing premiums?
    - ◆ Implementing proactive wellness initiatives.
    - ◆ Implementing health/nutritional training programs.



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## Health Care: Payment in Lieu of Options

- ◆ Employees receive a payment in exchange for not signing up for medical insurance coverage.
- ◆ Employees receive a payment in exchange for signing up for a single medical insurance plan rather than a family plan.



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## Health Care: Payment in Lieu of Options

- ◆ Burden Shifting Mechanism: Employee must meet eligibility requirements – must be able to receive medical insurance coverage from another source (such as through a spouse's employer).



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## Health Care: Payment in Lieu of Options

- ◆ Employee receives a payment or a bonus in exchange for opting out of medical insurance coverage.
  - A lump sum amount; or
  - A percentage of the COBRA rate that the township would have paid for the employee's medical coverage.



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## Health Care: Payment in Lieu of Options

- ◆ An innovative approach to dealing with ever increasing medical insurance premiums.



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## Questions?



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# Discussion

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