

# RESOLUTION 055-2023

*Modification of Employee Policy & Procedure Manual*

Cuyahoga County, Ohio

Trustee Zver Moved for adoption of the Following:

**Be It Resolved** by the Township Trustees of Olmsted Township

**WHEREAS**, the current Employee Policy & Procedure Manual (6/18/2012; Revised 7/2015) (the “Manual”) contains a section, Chapter 4 – Discipline, which is deemed far more expansive than what is ordinary or customary for circumstances involving at-will employment; and,

**WHEREAS**, the provisions of current Chapter 4 have, in practice, resulted in expensive and time-consuming procedures which, in the Board’s judgment, interfere with the effective management of the local, at-will, staff.

**NOW, THEREFORE**, it is hereby RESOLVED as follows:

1. Section 4.02 (F) of Chapter 4 in the Manual is amended to read:

F. In lieu of suspension from duty without pay,\* the Employer may offer to reduce the Employee’s accrued leave benefits, excluding sick leave, by an amount equal to the length of the suspension. Such offer will be effective only upon written acceptance by the Employee.

2. Sections 4.03 through 4.05 of Chapter 4 in the Manual are hereby deleted in their entirety.

3. The following wording is inserted in Chapter 4:

## DISCIPLINE PROCEDURE

## SECTION 4.03

A. Consistent with the Township’s authority to maintain discipline and efficiency of its operations, the Township retains all rights to suspend, demote, otherwise discipline, or discharge any at-will Employee for any lawful reason, with or without cause.

B. Prior to issuing a disciplinary action, the Board may, as deemed necessary and suitable by the Board, meet with the Employee or others to gather facts as may be required, and may conduct such further investigation as the Board deems applicable prior to issuing a disciplinary action.

C. The provisions of a bargaining agreement may affect disciplinary procedures and must be consulted, accordingly. See, Section 1.03 of the Manual.

D. All Employees subject to R.C. 505.49(B)(3) or R.C. 505.38(A) will be afforded the process outlined therein.

4. Existing Section 4.06 on the Manual is re-numbered Section 4.04.

5. These modifications of the Manual shall apply prospectively to any matter that came to the Board's attention after the adoption of this Resolution.

6. Copies of this Resolution shall be provided to all Department Heads for dissemination to all Employees of the Township, consistent with Section 1.02 of the Manual.

Trustee Kress seconded the Motion, and thereupon, the votes in favor of this Resolution were recorded and reflected by the signatures hereto.

**BE IT FURTHER RESOLVED:** that it is hereby found and determined that all formal actions of this Board of Township Trustees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted the 24<sup>th</sup> day of May, 2023.

James M. Kress  
Tom J. Jez

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*Township Trustees*

Attest: Brian W. Schaffner  
Township Fiscal Officer