



HUMAN RESOURCES
AGENDA

September 22, 2026, 8:30 AM

Heather Phillips (Chair), Darren Moore

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- I. Call to Order
 - II. Citizen Comments
 - III. Approval of minutes
 - a) March 31, 2026
 - IV. Village Life – Becky Hauck
 - a). Staffing Discussion
 - V. Village Staff
 - a). Handbook Update Proposals
 - VI. Citizen Comments
 - VII. Adjournment

**OTTAWA HILLS VILLAGE
HUMAN RESOURCE COMMITTEE MEETING MINUTES
MARCH 31, 2026 8:30 AM**

Call to Order – Councilwoman Heather Phillips

8:30 AM

Village Representatives in Attendance

Councilwoman Heather Phillips (Chair)

Village Administrator April McDonald

Councilman Darren Moore

Councilman Edward Shimborske

Citizen Attendees

Nasrin Afjeh

Dodi Smith

Andrea Kinkade

Citizen Comments

No comments

Health Insurance Renewal – Andrea Kinkade/Dodi Smith

Ms. Kinkade reviewed the Village's health insurance renewal options. Discussion included plan comparisons, employee impacts, provider networks, HSA contributions, and the possibility of offering a PPO option in response to employee interest. Ms. Kinkade noted that the Anthem and Medical Mutual provider networks are largely comparable and that the Village's current contribution structure is more generous than many comparable public-sector employers.

Committee members discussed whether a portion of the projected savings, if any, should be used to increase employee HSA contributions. Additional discussion focused on PPO enrollment requirements, potential employee decision-making, future deductible increases, and the timing of open enrollment.

The consensus recommendation was to move forward with Medical Mutual for health insurance if enrollment does not change by the deadline. If the deadline commences and the rates increase, we would contract with Anthem and allow the Village Administrator to review underwriting with Ms. Kinkade. As of today, they recommend HRI vision coverage, and Medical Mutual for life insurance, with final action to be considered by Council at its April 6 meeting through emergency legislation. Open enrollment materials would be distributed to employees immediately following Council approval.

Adjournment

9:15 AM

Chair Heather Phillips

Village Life & Village Life Sports Proposal (August 2026)

VILLAGE LIFE	VILLAGE LIFE - SPORTS
villagelife@ohschools.org RESPONSIBILITIES After School Classes (during school year) and Summer Camp: • Hire instructors • Request and maintain instructor paperwork as needed, including: ◦ Background check ◦ W-9 ◦ Independent Contractor Form • Issue contracts for each class and camp • Schedule sports camp sessions (these are treated differently than sports teams) • Schedule classes • Maintain class lists and descriptions on website • Monitor registration • Send reminders before each session starts • Give class list to instructor for each class and camp • Create class lists to share with elementary school teachers & office • Add classes & camps to Village Life google calendar • Give assistance to class and camp instructors as needed • Escort kindergarten students to after school class location • Promote classes and camps through emails • Request checks to pay instructors on a bi-weekly basis • Maintain waitlist for classes/camps that reach capacity and fill any spots that become available • Maintain refund request list and issue refunds on a timely basis • Report to the Joint Rec Board on a quarterly basis and in between as needed Community Events: • Coordinate and promote events as needed. Events in the past have included: ◦ Celebration of Village Life Parade ◦ Music at the Point (if Village Vibes events are not scheduled) ◦ Movie night ◦ Open House at elementary school	villagelifesports@ohschools.org (proposed email) RESPONSIBILITIES Sports: • Plan for sports for each season (see separate list) • Promote sign ups for each sport • Recruit coaches and coordinators as needed • Request and maintain records of requirements for all volunteer coaches ◦ Background check ◦ Concussion training ◦ Lindsay's Law (sudden cardiac arrest) • Hold coaches meetings, as needed • Schedule player evaluations (required for basketball) • Schedule gym and field space by season • Work with AD Ryan Wronkowitz when scheduling high school facilities (stadium, high school gym, etc) • Work with Julio on setting up fields at Elementary school or Geresy (soccer, flag football, baseball/softball) • Maintain consistency with scheduling facilities, and team formation guidelines • Coordinate with Director of Village Life to avoid conflicts with other programming • Maintain equipment and uniforms owned by Village Life • Order uniforms/jerseys as needed for different sports • Order awards as needed for different sports • Monitor weather conditions and notify coaches/teams of any weather restrictions or change to schedule • Submit any required pay requests for coordinators, refs, etc to Director of Village Life • Supply the Director of Village Life information regarding sports for promotional emails • Report to the Joint Rec Board on a quarterly basis and in between as needed

Website & Moosend (Email) • Enter and maintain all Village Life class/program listings on the Village Life website • Create and send emails relating to Village Life classes and sports ◦ The sports emails could potentially be split off and handled by the VL Sports coordinator at a later date	
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VILLAGE LIFE SPORTS by SEASONS

FALL

- Soccer - elementary and junior high
- Field Hockey - elementary and junior high
- Flag Football - elementary house program
- Any off season sports that may be practicing

WINTER

- Basketball - elementary
- Any off season sports that may be practicing

SPRING

- Baseball - elementary and junior high
- Softball - elementary and junior high
- Lacrosse - elementary and junior high
- Volleyball - elementary
- Any off season sports that may be practicing

SUMMER

- Any off season sports that may be practicing
- Plan for fall sports

OTHER INFORMATION

- This could potentially be mostly a remote position
- Hours would vary by the season with basketball season requiring the most hours. Fall is busy due to soccer, but summer would require minimum hours.
- Village Life Director would coordinate summer sports camps because they do not involve team formation or volunteer coaches

SKILLS REQUIRED

- Candidate should be very organized and a good communicator
- Experience with using Google Drive
- General knowledge of most sports
- Consistent with implementing and following Village Life guidelines and policy

Village Life Growth Over the Years

Office of Village Life

2009-2018 (Oct): 2 Village Life employees

2018 (Oct)-present: 1 Village Life employee

Registrations by the year (for classes and camps):

2016: 1312

2017: 1251

2018: 1321

2019: 1831

2020: 981 (Covid shut down)

2021: 1989

2022: 2226

2023: 2367

2024: 1923

2025: 2035

Basketball Teams by the year:

2014-2022: 9-11 each year

2023: 14

2024: 17

2025: 21

Summer Camp Sessions

2016: 40

2026: 61

VILLAGE OF OTTAWA HILLS, OHIO

ORDINANCE No. 2026-6

FIXING THE SALARIES FOR VILLAGE EMPLOYEES
FOR 2026 AND REPEALING ORDINANCE 2024-14,
ORDINANCE 2025-7, AND ORDINANCE 2025-10, AND
DECLARING AN EMERGENCY.

WHEREAS, the Council of the Village of Ottawa Hills desires to establish compensation for employees for 2026 in accordance with the duties performed.

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF OTTAWA HILLS, THAT:

SECTION 1. Beginning January 1, 2026 the compensation of the employees of the Village of Ottawa Hills working in the various departments shall be and hereby is fixed as shown below.

	<u>Lower Limit</u>	<u>Upper Limit</u>
Police Chief	110,523	130,250
Police Lieutenant	99,323	108,890
Police Sergeant	91,457	97,581
Police Officer	74,212	88,224
Support Services Coordinator	71,897	88,224
Police Administrative Assistant	58,997	71,896
Part Time Officer (hourly)	27.04	36.16
Acting Lieutenant (hourly)		5.44
Acting Sergeant (hourly)		4.49
School Crossing Guard (hourly)	14.91	19.88

Acting Lieutenants and Acting Sergeants assigned to fulfill the duties of the position on a temporary basis shall be compensated for all duties performed while in that capacity at the additional hourly rate identified, but only if said employee had worked in that capacity and performed all designated duties of such. In addition each full-time police officer shall receive an annual \$150 cleaning allowance, and the Police Detective shall receive a \$600 clothing allowance per year, payable after January 1 of each year. The positions of Support Services Coordinator and Police Administrative Assistant authorized by this Salary Ordinance shall not be filled simultaneously. At no time shall both positions be occupied concurrently. The appointment to or employment of one position shall preclude the filling of the other position unless otherwise authorized by Council through subsequent legislative action.

For payroll purposes, full time police officers will be paid 1/26th of their annual compensation every two weeks, not including overtime. Generally, road patrol officers work a schedule of four days on followed by two days off. When assigned to a four and two schedule, the officers have shifts of 8¼ and 8½ hours to cover shift changes, and also work an additional 32 hours of time annually. Road patrol officers not assigned to the four and two schedule are required to work 80 hours per pay period.

	<u>Lower Limit</u>	<u>Upper Limit</u>
Director of Public Services	97,647	111,570
Public Service Supervisor	69,661	78,855
Public Service Specialist	47,412	68,124
Public Service Laborer	43,297	58,098
Part-time/Seasonal (hourly)	15.07	24.28
Acting Public Service Supervisor (hourly)		5.16

Acting Public Service Supervisors assigned to fulfill the duties of a Public Service Supervisor on a temporary basis shall be compensated for all duties performed while in that capacity at the additional Public Service Supervisor rate, but only if said employee had worked in that

capacity and performed all designated duties of such. Work turn-out gear to be provided as needed.

	<u>Lower Limit</u>	<u>Upper Limit</u>
Mayor		120
Council Members & Clerk		120
Village Administrator	125,075	158,374
Finance Director	84,340	115,676
Accounting Assistant	58,997	71,896
Executive Assistant	58,997	71,896
Director of Village Life	28,479	46,022
Part-time Office Help	14.33/hr	18.04/hr

The above shall be used to help set the salary for all full and part-time employees as recommended by the Department Head and approved by the Village Administrator.

SECTION 2. That in addition to the other compensation identified in this legislation, the following shall be authorized:

The Village Administrator shall receive additional compensation in the amount of \$6,000 annually.

Employees who take two or fewer sick days in the proceeding year will receive a bonus as follows:

No sick time used during the year = \$500 bonus
1 sick day or less used during the year = \$250 bonus
2 sick days or less used during the year = \$100 bonus

The Village may provide special recognition in the form of a recognition/appreciation luncheon for all Village employees. The Village Administrator is authorized to purchase refreshments for training meetings involving employees, within the “de minimus” guidelines of the Ohio Revised Code of Ethics.

SECTION 3. Authorization is provided for the Village to make a contribution to each eligible employee’s Health Savings Account (H.S.A.). For employees who are eligible as of January 1, 2026, the contributions will be \$1,500. For employees who become eligible for health insurance after January 1st the employer contribution will be prorated based on pay periods.

SECTION 4. Authorization is provided to contract for an Employee Assistance Program (EAP) at a cost not to exceed \$1,500.

SECTION 5. Authorization is provided for the Police Chief to carry over vacation in excess of the 1.5 times his annual accumulation amount until December 31, 2026, due to staffing shortages that have caused him to sacrifice vacation time to fill manpower needs.

SECTION 6. Approximately every 11 years the bi-weekly pay period results in a “27th pay period”, as opposed to the normal 26 pay periods. The 2026 calendar results in 27 pay periods. It is hereby authorized that employees paid a standard bi-weekly amount (calculated as 1/26th of the salary amount) will receive that same bi-weekly pay for each of the 27 pay periods in 2026.

SECTION 7. That the standard work period for most departments is 40 hours per week. For the purpose of computing pay, the pay period for all employees is defined as Sunday through the following Saturday. If an employee, other than those exempted by the employee handbook, is required to work more than that which he/she is regularly scheduled to work, then they shall be paid at the rate of one and a half times the normal rate of pay. When calculating overtime or compensatory time for payroll purposes the use of sick time, multiple job situations, or dissimilar duties, training credit days, make up days, work outside of employment, compensatory days and other leaves of absence will not be considered as hours worked or counted as active pay status for overtime pay purposes.

SECTION 8. It is hereby found and determined that all formal actions of this Council and any of its committees concerning and relating to the passage of

this Ordinance were adopted in open meetings, in compliance with all legal requirements, including Section 121.22 of the Revised Code of Ohio.

SECTION 9. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the Village due to the need to maintain adequate police department staffing, ensure continuity of public safety operations, and properly compensate employees who have assumed additional duties and responsibilities. Therefore, this Ordinance shall take effect immediately upon its passage and approval by the Council.

Vote on emergency measure Yeas 5 Nays 0

Passed as an emergency measure Yeas 5 Nays 0

07/06/2026

Date of passage

Thos. J. Flinn

President of Council

Attest:

April McDonald

Clerk of Council



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Employee Handbook Adjustment Proposal

The proposed handbook adjustments are intended to strengthen the Village's recruitment and retention efforts, provide greater consistency in employee policies, and offer Department Heads clearer guidance in administering personnel matters. We are presenting the below proposed items for Committee review, discussion, and guidance.

1. Vacation Time Prior Service Credit
2. Vacation Time Accrual Rate
3. Holidays
4. Holiday Pay
5. Shift Commander Pay
6. Part-time Officer
7. Funeral Leave
8. Sick Leave
9. Sick Leave Incentive / Personal Leave
10. Flex-Time Bank

1. Vacation Time Prior Service Credit

Current structure: Prior full-time and part-time service with any Ohio Municipality shall be recognized for purposes of determining vacation for full-time employees employed as of April 1, 1994. Such prior service may be recognized for full-time employees hired after April 1, 1994.

Proposed structure: Prior full-time service with *the State of Ohio or any political subdivision of Ohio* shall be recognized for purposes of determining vacation for full-time employees employed as of April 1, 1994. Such prior service *shall* be recognized for full-time employees hired after April 1, 1994.

2. Vacation Time Accrual Rate

Current and two optional proposed structures:

Vacation Level	Current	<i>Option 1</i>	<i>Option 2</i>
2 weeks	0–4 years	0–2 years	0–2 years
3 weeks	5–14 years	3–7 years	3–9 years
4 weeks	15–23 years	8–12 years	10–17 years
5 weeks	24+ years	13+ years	18+ years

This proposed two structures revise the years-of-service thresholds for each vacation accrual level while maintaining the existing accrual rates (5 weeks maximum). The revised structures provide employees with access to higher accrual levels at earlier service milestones.

Administrative Adjustments

- **Accrual Adjustments:** The Village Administrator and/or Mayor will continue to have the authorization to advance an employee by one tier in the vacation accrual structure when deemed necessary for strategic hiring or employee retention.
- **Discretionary Credit Review:** The Village Administrator shall have discretion to approve prior experience credit for employees hired by the Village, subject to the limits and criteria established by this policy. For the position of Village Administrator, any prior experience credit shall be approved by the Mayor, as applicable, rather than by the Administrator.
* Example: we hire an officer that was employed as an officer in the State of Michigan with 15 years of experience.

3. Holidays

Current – 12 total:

Full-time employees shall receive the following paid holidays. Part-time employees shall not receive holiday pay.

The following twelve (12) days will be observed as paid holidays:

New Year's Day (first day of January)

Martin Luther King Day (third Monday of January)

Presidents' Day (third Monday in February or as declared by Congress)

Memorial Day (last Monday in May)

Independence Day (fourth day of July)

Labor Day (first Monday in September)

Thanksgiving Day (as declared by the President of the U.S.)

Christmas Eve (1/2 day on the 24th of December)

Christmas Day (25th of December)

New Year's Eve (1/2 day on the 31st of December)

3 Personal Days (1 Personal Day earned January 1, March 31, and June 30)

Proposed – 12 total:

Full-time employees shall receive the following paid holidays. Part-time employees shall not receive holiday pay.

The following twelve (12) days will be observed as paid holidays:

New Year's Day (January 1st)

Martin Luther King Day (third Monday of January)

Presidents' Day (third Monday in February or as declared by Congress)

Memorial Day (last Monday in May)

Juneteenth (June 19th)

Independence Day (fourth day of July)

Labor Day (first Monday in September)

Veterans Day (November 11)

Thanksgiving Day (as declared by the President of the U.S.)

Christmas Eve (December 24th)

Christmas Day (December 25th)

4. Holiday Pay - when required to work:

Current: Holidays in the police department would be considered floating holidays if worked.

Proposed: Holiday Pay for Employees who are required to work on a designated Village holiday shall be compensated at one and one-half (1½) times their regular hourly rate for all hours actually worked on the holiday. For the remaining hours of the employee's regular eight (8) hour holiday shift that are not worked, the employee shall receive holiday pay at their regular hourly rate.

Employees whose regularly scheduled shift *begins* on a designated Village holiday shall receive one and one-half (1½) times the employee's regular hourly rate for the first eight (8) hours of the shift. Any additional hours will be paid at the employee's regular hourly rate.

*Example: On Thanksgiving, an officer shift begins at 6:00pm and ends at 6:00am. The first eight (8) hours of employee's shift would be compensated at one and one-half (1½) times their regular hourly rate. The hours of 2:00am-6:00am would be employee's regular hourly rate.

5. Police Department Shift Commander pay:

No current structure

Proposed structure: Compensation for working alone, serving as the supervisor when working with another officer(s), or acting as a department instructor. Shift commander pay would be paid at employee's normal hourly rate plus an additional 5% for any time worked alone, as an instructor, or as a shift commander (in the absence of a Sergeant). Such pay would not be applicable for supervisors. Shift commander pay must be approved by the Chief of Police.

6. Part-time Officer:

Part time officers: Make part-time and full-time rates the same to promote equity and improve recruiting. See attached salary ordinance.

7. Funeral leave:

Current structure: After completion of the 180-day probationary period, full time employees who have a death in their immediate family may be granted up to three working days. Additional time up to 2 days, may be granted in extraordinary circumstances. When calculating overtime for a payroll period, the use of any sick leave time, funeral leave, compensatory time, and/or other leaves of absence will not be considered as compensable hours worked or counted as active pay status for overtime payment.

Proposed structure: After completion of the 180-day probationary period, full time employees who have a death in their immediate family may be granted up to three *paid* days, not taken from sick time leave bank, one of which must be the funeral. Must be an immediate family member as defined by Rule 123:1-47-01 (A) 30. When calculating overtime for a payroll period, the use of any sick leave time, funeral leave, compensatory time, and/or other leaves of absence will not be considered as compensable hours worked or counted as active pay status for overtime payment.

8. Sick leave:

Current: The Village may require an employee to provide written explanation and/or a doctor's statement detailing all relevant information, prior to allowing an employee to return to work or prior to payment for sick leave.

Sick leave proposed policy: The Village may require an employee to provide written explanation and/or a doctor's statement detailing all relevant information, prior to allowing an employee to return to work or prior to payment for sick leave. *Employees should refer to their Department Head for any department-specific requirements or policies.*

9. Sick Leave Incentive / Personal Leave

Current: Employees who take two or fewer sick days in the preceding year will receive a bonus as follows:

No sick time used during the year = \$500 bonus

1 sick day or less used during the year = \$250 bonus

2 sick days or less used during the year = \$100 bonus

Proposed: Employees who use four (4) hours or less of sick leave during a calendar quarter will receive eight (8) hours of personal leave.

Employees may carry over a maximum of two (2) personal days into the following calendar year. Any personal leave exceeding this limit will be forfeited at the end of the calendar year.

(More discussion is necessary with Police Chief due to officer's distinct weekday flexibility that Monday–Friday workers do not have)

10. Flex-Time Bank

No current policy

Proposed:

The Village may provide a Flex Time Bank for overtime-exempt employees who work additional hours beyond their regular schedule due to operational or departmental needs.

- Overtime-exempt employees may accrue flex time on an hour-for-hour basis, up to a maximum balance of forty (40) hours and can be carried over the calendar year.
- Flex time may be used in increments of up to sixteen (16) consecutive hours, subject to departmental needs and approval by the employee's Department Head.
- The use of flex time must not interfere with the orderly operation of the Village or the employee's departmental responsibilities.
- Unused flex time will not be paid out upon separation, retirement, or termination of employment.

Example: The Police Chief, Finance Director or Administrator may work additional hours due to departmental needs, meetings, emergencies, or other operational demands. While they may normally adjust or flex their schedule within the same pay period, there may be circumstances when the additional hours cannot reasonably be offset during that period. Those additional hours may then be credited to the Flex Time Bank, subject to the forty (40)-hour maximum.