

OLON CIVIL SERVICE COMMISSION
March 8, 2011 – 6:38 p.m.

The Solon Civil Service Commission met at Solon City Hall.

PRESENT: Commission Members Doberstyn, Huml, and Patton, Human Resource Director Cornhoff and Secretary Perry

APPROVAL OF MINUTES

Mr. Huml moved to approve the minutes of February 24, 2011 as prepared and submitted by Secretary Perry. Mr. Doberstyn seconded the motion.

Roll Call: Aye: Doberstyn, Huml, Patton
 Nay: None The Motion Carried

APPROVAL OF PAYROLL

The payroll was not available for approval.

REVIEW OF PAYROLL CHANGE/RATE SHEETS

The Commission reviewed and signed the available payroll change/rate sheets provided by the Payroll Department. No action was taken by the Commission.

ENGINEERING DEPARTMENT

Director Cornhoff reported that Joan Milhoan withdrew her appeal of termination by phone this afternoon. He will ask that she formally withdraw, in writing, so that it can be made part of the permanent record.

Mr. Huml noted it was important that there be consistency in how each department handles these types of issues. Director Cornhoff concurred. In some departments, arriving late to work is a serious offense; in others it is not. However, failing to call in is unacceptable in any department.

In cases of substance abuse, full time and part-time employees are given written warnings, offered the opportunity for rehabilitation through the employee assistance program or a program preferred by the employee, pre-disciplinary hearings are held for fact finding, and last chance agreements are offered. If these methods fail, the employee is given the opportunity to resign to avoid termination. Director Cornhoff noted all cases are well documented. There is no differentiation between Civil Service employees and non Civil Service employees. All employees are treated equally and fairly.

FIRE DEPARTMENT

With regards to the request for the removal of the evaluations from the recent promotional examinations, the Commission requested that Chief Shaw attend one of the next meetings to offer his comments before a final determination is made.

Mr. Patton moved to adjourn the meeting at 7:34 p.m. Mr. Huml seconded the motion.

Roll Call: Aye: Doberstyn, Huml, Patton
 Nay: None The Motion Carried

