

VERMILION CIVIL SERVICE COMMISSION  
Minutes of September 4, 2018  
3:00PM ❖ City Hall Lower Conference Room (5511 Liberty)

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ROLL CALL: K. Lieux; C. Adams. Not Present: J. Estle  
ATTENDING: Gwen Fisher, Mayor Forthofer, Teresa Mosely, Sgt. Scott Holmes

Chairman K. Lieux called the September 4, 2018, meeting to order.

Approval of Minutes:

C. Adams MOVED; K. Lieux seconded to approve the minutes of the June 14, 2018 meeting. Vote 2 YEAS. MOTION CARRIED.

Open to Audience:

Teresa Mosley asked the commission if she could get a complete copy of the Civil Services Rules & Regulations. G. Fisher noted she would provide her with a copy.

Sgt. Scott Holmes of the Vermilion Police Department and Union Representative provided the commission members with a Vermilion Police Department OPBA Full Time Hiring Amendment and reviewed it thoroughly with the members. The proposal is attached hereto and incorporated herein as reference of that discussion.

K. Lieux noted he wasn't sure this hiring amendment was something the Civil Service Commission had the authority to change but thought it should be considered during contract negotiations with the final determination being made by the Vermilion City Council. However, he said the commission members would review the rules accordingly.

New Business:

K. Lieux noted the Civil Service Commission received correspondence dated July 24, 2018 from Mayor Jim Forthofer requesting Civil Service Testing for the following department and position: Maintenance Mechanic, Street Department. G. Fisher noted she had thought the current Street Department General Laborer list had been exhausted; possibly expired. K. Lieux asked Mayor Forthofer if it was his wish to have testing for both the Laborer and Maintenance Mechanic positions combined in one test and Mayor Forthofer so desired. However, K. Lieux instructed the clerk, G. Fisher to contact Clancy & Associates to see if this is something they could incorporate into one test or if they would need to give a specific test for the Maintenance Mechanic position. Once the clerk receives clarification the commission would need to meet again to proceed with a formal motion for testing. K. Lieux asked Mayor Forthofer to check to see if the current General Laborer list was exhausted or had expired and report back as well.

K. Lieux MOVED; C. Adams seconded to accept the letter dated July 24, 2018 from Mayor Forthofer and directed the clerk to see if one test had to be crafted for the Maintenance Mechanic or if it could be incorporated with the Laborer test. Vote 2 YEAS. MOTION

CARRIED.

C. Adams MOVED; K. Lieux seconded to adjourn the meeting. Vote 2 YEAS. MOTION CARRIED.

Gwen Fisher, Certified Municipal Clerk

*Next meeting scheduled for Monday, September 10, 2018 @ 8am; City Hall, Lower Conference Room, 5511 Liberty Avenue, Vermilion, Ohio 44089*

## Vermilion PD OPBA Proposed Full Time Hiring Amendment

Over the next 2-3 years, the VPD will see the retirements of 5 senior Officers, with 4 of those 5 retirements being Sergeants.

The current trend over the past 5 -10 years has seen a drastic reduction in the amount of applicants taking civil service tests in Vermilion and across the country.

Departments have to actively recruit and make changes to the hiring processes to fill vacancies and new hires.

The VPD has become a "training department" for many of the larger or better paid agencies throughout the area. We are training and losing both part time and full time Officers to other departments.

This training and then losing quality Officers that the City has invested in is obviously not a trend that is beneficial to the City or its' citizens.

The VPD Police Union (OPBA) that covers full time Sergeant, Patrolman and Dispatchers are in agreement that it would be beneficial for a change in the hiring process for the VPD.

Our proposal is to allow the Administration (Mayor, Chief, Council) to adjust the starting pay for a newly hired full time Officer or Dispatcher in relationship to that applicants previous full time experience. This is not a true "lateral transfer", as the applicant would still be required to pass through the hiring process as any other applicant, i.e. civil service test, physical agility test, background check, CVSA, etc. This would simply give the Administration to start the applicant at a higher pay rate than that of a probationary employee. The new hire would still start at the bottom of the seniority list; it would not affect longevity pay, etc. This would only encompass the starting hourly wage.

Perkins Township Police Department has a section in their contracts that address this matter. (see attachment, section 7).

Vermilion PD has 4 classes for Officers; Probationary, Class C (after 1 year), Class B (after 3 years) and Class A (after 5 years). Our proposal would be to incorporate the same type of clause as PPD has in section 7.

The change would be very similar to PPD with the previous full time requirements; with the minimum number of police officers at the previous agency to be determined. **The Administration could then start a newly hired full time employee as Class C if they have at least 1 year of previous full time experience, Class B from 1-3 years and Class A for experience over 5 years.**

**This will benefit the City and the VPD in several different ways:**

We will attract quality experienced candidates that have a previous work history in the field that can be verified.

We will attract candidates that “want” to work for the VPD, instead of using the VPD as a stepping stone to another agency.

Field Training time will obviously decrease due to the previous experience, putting the Officer or Dispatcher on a shift quicker and more efficiently.

This amendment would have many benefits to the VPD, the City and most importantly the citizens by attracting, training and most importantly retaining quality experienced Officers and Dispatchers.

## ARTICLE 9

### PROBATIONARY PERIOD

**SECTION 1. New Hires.** Every newly hired full time employee, including rehired employees or employees hired from another police department, shall be required to successfully complete a probationary period. The probationary period for newly hired employees shall begin on the first day for which the employee receives compensation from the Employer, and shall continue for a period of three hundred sixty-five (365) calendar days. Time served as a part-time employee of the Perkins Township Police Department shall not be counted toward the probationary period. A newly hired probationary employee may be terminated any time during his probationary period with or without a disciplinary hearing and shall have no appeal over such removal or right to grieve or take such termination to arbitration.

**SECTION 2. Promotions.** A newly promoted employee shall be required to successfully complete a probationary period in his newly appointed position. The probationary period for a newly promoted employee shall begin on the effective date of the promotion and shall continue for a period of ninety (90) calendar days. A newly promoted employee may be returned to his former position any time in the first half of his probationary period. An employee who evidences unsatisfactory performance may be returned to his former position at any time during the second half of his probationary period, and may grieve such return only to the third step of the grievance procedure. Nothing herein shall be construed to preclude the Employer from terminating or otherwise disciplining such an employee under appropriate circumstances.

**SECTION 3. Extension of Initial or Probationary Period.** Any probationary period may be extended for an additional sixty (60) days. Such extension is subject to the grievance procedure. The Employer shall notify the Union in writing of any extension of the probationary period along with written documentation for the extension of the probationary period.

## ARTICLE 10

### VACANCIES/PROMOTIONS/LATERAL HIRES

**SECTION 1.** The Employer shall post notice of job vacancies for a period of seven (7) days, setting forth the job description, qualifications and base salary. Applicants for a sergeant's vacancy must be a Class a Patrolman and have served at least three (3) year's total as a Road Patrol Officer with Perkins Township. Applicants for higher classification must have served one (1) year in the next lowest rank.

**SECTION 2.** The Employer shall furnish the Union Coordinator with a copy of the notice. The notice shall state the expected period of assignment. Qualified members may apply within the posting period. Qualified applicants for the vacant position will be considered based upon the following criteria:

1. Interviews of applicants, which shall include consideration of such areas as work experience; education and related training; additional education, skills or abilities; and job performance and satisfaction
2. Test results if applicable.

**SECTION 3.** The foregoing criteria will be considered to be of equal importance to determine which applicant is best qualified to perform the job duties of the position set forth in the position classification specification.

**SECTION 4.** All applicants who have completed the application form will be evaluated, provided they meet the minimum qualifications. The qualified applicants will be interviewed by the Employer and/or his designee(s) within fourteen (14) days after the posting is completed.

**SECTION 5.** The Employer will not consider any applications filed after the seventh (7<sup>th</sup>) working day of the posting, including the day of the posting.

**SECTION 6.** All newly hired or promoted employees will be required to satisfactorily complete the required probationary period as set forth in Article 9.

~~**SECTION 7.** New hires who are currently employed and in good standing as a full time police officer with a department having twelve (12) or more police officers may be hired at the discretion of the Chief at the Patrol Officer B pay level if they have had three (3) years of such prior service and at the Patrol Officer A pay level if they have had four (4) years of such prior service. No rank, longevity pay or seniority shall be granted for such prior service, and any prior service to be recognized for vacation leave shall be only for service as a police officer and not otherwise, notwithstanding any provisions of Article 15.~~

**ARTICLE 11**

**REDUCTION IN FORCE**

**SECTION 1.** The Union recognizes the right of the Employer to make necessary reductions in the numbers of the work force. Whenever it becomes necessary to reduce said force, the Union and any employees so affected shall be advised fourteen (14) days in advance.

**SECTION 2.** The Employer agrees that reduction in force shall be according to reverse order of seniority as defined in this agreement, and that any seasonal employees will be laid off prior to any reduction in force of full-time employees covered by this Agreement.

**SECTION 3.** The Employer agrees that it will not hire a new employee or any seasonal employee during the time a member is laid off. Any laid off employee who signs a list requesting that he be called for available work with four (4) hours' notice shall first be called for such work before part time employees, and only if all laid off employees on that list decline to report for duty will part time employees then be called in to work. Further, the Employer will not use its part time work force for more than one and a quarter (1.25) hours per week more than such work force had worked on average during the four (4) weeks immediately prior to notification to the Labor Council of the lay-off of any employee.