

**THE SUMMIT AND MEDINA WORKFORCE AREA COUNCIL OF GOVERNMENTS  
FOR OHIO LOCAL WORKFORCE AREA 2  
RESOLUTION 2021-03**

**A Resolution approving adjustments made to the Personnel Policies and Procedures of Ohio Local Workforce Area 2’s Workforce Development Board (WDB), as related to the WDB’s staff, under the ultimate authority of the Summit and Medina Workforce Area Council of Governments (“SAMWA COG”) Board.**

**WHEREAS**, the Workforce Development Board (“WDB”) is defined under 20 CFR 679.310 as the body which performs planning, implementation and assessment of workforce development programs in Summit and Medina Counties;

**WHEREAS**, the SAMWA COG has been formed, in part, to act as the employer of staff to support the WDB in performing its mandated functions;

**WHEREAS**, in order to establish and define the roles, responsibilities and the related policies and procedures therein that apply to the staff hired by the SAMWA COG to support the role of the WDB, the SAMWA COG Board approved the staff’s Personnel Policies and Procedures on January 25, 2017 via Resolution 2017-03 with an amendment to the manual made via Resolution 2017-12 on May 11, 2017; and

**WHEREAS**, after a recent review of the SAMWA COG Personnel Policies and Procedures by the Executive Director of the SAMWA COG it was determined it is necessary to make adjustments which add new information, update current information and delete information no longer relevant to keep policy manual’s information current.

**NOW, THEREFORE, BE IT RESOLVED**, by the SAMWA COG that:

**SECTION 1**

The SAMWA COG hereby authorizes and approves the adjustments to the SAMWA COG Personnel Policies and Procedures as shown on Amendment Exhibit A, attached hereto and incorporated herein as if fully restated.

**SECTION 2**

This Directive shall take effect immediately upon its adoption.

Ayes: 2  
Nays: 0  
Abstain: 0  
Absent: 0

ADOPTED, this 25th day of March, 2021.

DocuSigned by:  
*Brian Nelsen*  
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Summit County Executive

DS  
*DM*

DocuSigned by:  
*Colleen Swedyk*  
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Medina County Commissioner

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**EXHIBIT A**

Adjustments made to the SAMWA COG Personnel Policies and Procedures include:

- 1) Logo shifted on the front of the manual from the header to the center of the page;
- 2) Grammar made consistent throughout the entire document;
- 3) Layout made consistent throughout the entire document;
- 4) Including “RESEA” under the Nepotism Section of the manual next to “WIOA”;
- 5) Striking reference to an Executive Assistant under the Promotion Section of the manual as that position does not exist under the SAMWA COG;
- 6) Removal of the term “Step Increases” and replaced with compensation for each job classification has a “starting, mid, and end point”;
- 7) Included under the Overtime Section that non-exempt employees have a choice to be compensated with compensatory leave time or cash overtime;
- 8) Removed the outdated salary and hourly amounts listed under the “FLSA Section” that help to define exempt and non-exempt status;
- 9) Removed reference to the use of a vacation request form;
- 10) Removed all reference to use of an agency owned vehicle; and
- 11) Clarified how mileage reimbursement is calculated and added how an employee may or may not count hours worked while in route under the Travel Section of the manual.