

**THE SUMMIT AND MEDINA WORKFORCE AREA COUNCIL OF GOVERNMENTS  
FOR OHIO LOCAL WORKFORCE AREA 2  
RESOLUTION 2023-10**

**A Resolution adopting additions to the Summit and Medina Workforce Area Council of Governments (“SAMWA COG”) Personnel Policy Manual to include Leave Without Pay and an update to vacation accrual, allowing the use of accrued vacation after Full-Time employment, and an update to employee probationary periods.**

**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 amendments to the manual made via Resolution 2017-12 on May 11, 2017, via Resolution 2021-03 on March 25, 2021, via Resolution 2021-20 on October 6, 2021, via Resolution 2021-25 on December 9, 2021, via Resolution 2022-11 on July 6, 2022, and via Resolution 2023-04 on March 23, 2023;

**WHEREAS**, during a recent review of the SAMWA COG Personnel Policies and Procedures Manual, it was determined it is in the best interest of the SAMWA COG staff to add a Leave Without Pay policy as a best practice for employee retention, boost productivity, and morale;

**WHEREAS**, as roles within the SAMWA COG have developed, it was determined that allowing the use of accrued vacation after Full-Time Employment is a best practice for employee recruitment;

**WHEREAS**, as roles within the SAMWA COG have developed, it was determined that defining the length of the employee probationary period based on work assignment in order to provide sufficient opportunity for the organization and the employee to evaluate the employee’s ability to perform in the assigned position would be in the best interest of SAMWA COG staff and business operations, and;

**WHEREAS**, the SAMWA COG finds and determines, after review of all pertinent information, that it is necessary to amend Sections II., IV, and V. of the SAMWA COG Personnel Policies and Procedures Manual to add Leave Without Pay, use of accrued vacation, and define probationary periods according to work assignment.

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

SECTION 1

**THE SUMMIT AND MEDINA WORKFORCE AREA COUNCIL OF GOVERNMENTS  
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The SAMWA COG Board hereby authorizes and approves the amendments to the SAMWA COG Personnel Policies and Procedures Manual.

**SECTION 2**

This directive shall take effect immediately upon its adoption.

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

ADOPTED this 29<sup>th</sup> day of June, 2023.

  
Summit County Executive

  
Medina County Commissioner