

Village of Bloomdale
Meeting Minutes
Handbook Committee
March 19, 2026

Opening:

The Handbook Committee meeting of the Bloomdale Village Council was called to order by Mayor Bethany Vincent at 6 pm. Brooke Moore, Tom Miller, and Becky Drake were all present.

Committee decided to make changes to the current Handbook Word Document and at the March 24 regular Council meeting will let other Council members know. It will be shared via e-mail to all Council members, instead of printing, as this is a large-ish document, and this Committee wishes to conserve Village paper at this juncture. Council members can then peruse the document until the April 14 regular Council meeting and then revisions and decisions can be made as a whole, during Old Business.

Committee wishes to replace instances of "Mayor / Administrator" with "Mayor".

Committee feels it important to define "full-time employee" and will use this definition from the ORC: an individual employed on a forty hour per week, nine-, ten-, eleven-, or twelve-month basis per fiscal year; or an individual employed on an average of not less than thirty hours per week on a twelve-month contract".

Section 4.9, Disability Leave: a final sentence should be added reading " Fire Department personnel may report the same to the Fire Department Chief, who will then report the same to the Mayor and Council at the next regularly scheduled meeting."

Section 1, Introduction: a final paragraph should be added reading "Fourth, to be known by all, the definition of full-time employee, as defined by the ORC, is an individual employed on a forty hour per week, nine-, ten-, eleven-, or twelve-month basis per fiscal year; or an individual employed on an average of not less than thirty hours per week on a twelve-month contract".

Section 2.1 Administrative Rights, #2: remove "layoff or recall employees due to operational of financial needs;"

Section 2.1, Administrative Rights, #3: remove all of "the of shifts required: the work schedules and hours of employment; the necessity for overtime and the amount, if required; the assignments of all employees based upon qualifications as established; including suspensions, terminations, transferring employees as needed upon established policy."

Section 3.1, Employee Rights, Letter F: end sentence after "normal work hours" and remove the remainder of that sentence.

Section 3.2, Professional Conduct and Appearance, final sentence: end sentence at "employees"; remove "and Administrator."

Section 3.8, Resignation, first sentence: change Administrator to Mayor; remove middle sentence; keep final sentence.

Section 4.1, Hours of Work, first sentence: change Administrator to Mayor. In the paragraph "In order to be paid ..." update to "e-mail request to Fiscal Officer-Clerk and cc Mayor." In the paragraph "Notice for personal days ..." update to "vacation days must be requested 24 hours prior to anticipated time off." Remove "Administrator" from the final sentence.

Section 4.2 Overtime: paragraph beginning "Full-time employees ..." remove that first sentence; remove "In any case" from the second sentence; capitalize "No overtime ...".

Section 4.7, Funeral Leave: update to five (5) funeral days with pay, from three (3), for Spouse or Significant Other, Child, and Mother or Father. Remaining family members remain with three (3) funeral days with pay. Discuss with Council of adding Brother and Sister.

Bump the Computer Policy heading to the next page.

Update the unintentional typo of "truck of a cab" to 'trunk of a cab'.

Meeting Adjourned: Tom motioned to adjourn at 7:35 pm.



Bethany Vincent, Mayor



Kathy Simon, President of Council

DATE: 03-24-2026