

**Westfield Township Trustees**  
**Special meeting:**  
**Work Session on Policy & Procedure Manual**  
**March 28, 2008**  
**12:00 PM**

Trustees Chairman Sims called Special Meeting Work Session regarding creating a Westfield Township Policy and Procedure manual to order. In attendance is Trustee Sims, Trustee Likley, Trustees Kratzer. Fiscal Officer Martha Evans absent due to previous engagement. Audience member: Ron Oilier also present.

It is the boards consensus to use the Guilford Township policy and procedure manual as a template and starting point to create the Westfield Policy and Procedure manual. Trustee Likley stated that he spoke with officials at Guildford regarding the use of the consultant written manual from their township and we have been given permission to revise it to Westfield's needs.

Pages 4-10 of the Guilford manual were discussed, section by section including the following topics:

**Employment & communications: Management Discretion**

**Equal Opportunity Employment**

**Employment-At-Will**

Note: Chairman Sims agreed to request Ast. County Prosecutors recommendations on the following pertaining to the text as written for adoption consideration:

1. Appointed Positions (BZA & Zoning Commission members)
2. Contractual employees (Fire chief)
3. Clarify 505.38 regarding firefighter vs. EMS staff.
4. Clarify volunteer members are governed by the fire department Stand Operating Guidelines (SOG) vs. the Westfield Employee Handbook.

**Accommodations for Individuals with Disabilities**

Note: Trustee Likley requested clarification and soundness of this section. Additionally it was decided that this section should be reviewed by legal council to ensure that any updates to the "Disability Act" since the original document was written in November 2006.

**Hiring Procedure**

Note: It was the boards consensus that Bill Thorne should confirm that this section is in compliance with any law updates since 2006.

**Hiring of Relatives**

**Introductory Period**

**Salary Increase**

**Promotions**

**Hours of Work**


**Overtime**

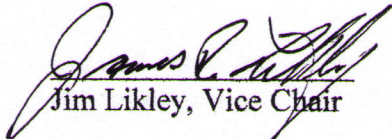
All revisions, deletions, additions, amendments and notes requesting legal clarification were documented by Chairman Sims on the master copy of the manual.

It was discussed and decided that once all sections were reviewed & amended as deemed appropriate by the Board of Trustees, that the text would be transcribed into the Westfield Policy and Procedure DRAFT manual for the board's further review and future approval consideration.

Motion to adjourn made by Trustee Kratzer, Seconded by Trustee Likley. Vote unanimous.

**APPROVED April 7<sup>th</sup>, 2008**

  
Carolyn Sims, Chair

  
Jim Likley, Vice Chair

  
Tim Kratzer, Trustee