BRUNSWICK HILLS TOWNSHIP TRUSTEES
SPECIAL MEETING
OCTOBER 27, 2026

The Brunswick Hills Township Board of Trustees met in special session on Tuesday, October 27, 2026, at Brunswick Hills Township Town Hall.

Board of Trustees Chair Ryan Nixon, Trustee Vice-Chair Thomas DeCastra, Trustee Tony Destro, Fire Chief Scott Altshuler and Service Foreman Cory Schultz present.

Trustee Chair Nixon called the meeting to order at 6:01 PM, noting that the purpose of the meeting is to review the revised employee handbook and that the meeting was properly advertised.

Trustee DeCastra reviewed the structure and purpose of the proposed handbook, which is intended to replace and expand upon the Township's existing employee handbook. The proposed document addresses employment policies, benefits, payroll, leave, discipline, and workplace rules.

The Board discussed the relationship between the handbook and existing collective bargaining agreements. Union contract provisions will supersede handbook provisions where applicable, while the handbook will govern matters not otherwise addressed by the applicable contracts. The handbook will apply to non-union Township employees, including department heads, administrative personnel, and members of the Zoning Commission and Board of Zoning Appeals.

The Board discussed the importance of updating policies to reflect current laws and providing employee training to ensure policies are understood. The handbook may be amended by resolution of a majority of the Board of Trustees.

1. Transfer Probationary Period

The Board reviewed a proposed transfer probationary period of one to six months for employees moving to new positions, including promotions, demotions, and transfers. The period would include a performance evaluation established by the supervisor. The Board discussed the limited circumstances in which this provision might apply, particularly when employees move from union positions into non-union supervisory roles. The provision was generally supported for inclusion in the handbook.

2. Salary Continuation for Workplace Injuries

The Board reviewed a provision allowing salary continuation for employees who sustain qualifying work-related injuries or illnesses. The proposed policy provides regular salary for up to 90 calendar days, with the possibility of an additional 90-day extension, subject to applicable Ohio Bureau of Workers' Compensation requirements. The Board expressed support for retaining the provision.

3. Employee Assistance Program and Travel Reimbursement

The Board discussed the availability of an Employee Assistance Program, including counseling and other support services, through the Township's benefits provider. The Board also reviewed the proposed travel reimbursement policy. Trustee Nixon and Trustee DeCastra agreed to obtain and compare travel and

reimbursement policies from their respective employers to assist in developing an appropriate Township policy.

4. Vacation Leave and Paid Time Off

The Board discussed the existing vacation leave schedule and the proposed revisions for non-union employees. Discussion focused on aligning non-union vacation benefits more closely with collective bargaining agreements and improving the clarity and competitiveness of the policy.

Topics included:

- Revising vacation accrual and service-based leave tiers.
- Providing additional vacation time at specified service milestones.
- Considering the financial and operational impacts of increased leave.
- Reviewing whether department heads should have flexibility to observe floating holidays consistent with their departments' collective bargaining agreements.
- Clarifying vacation accrual, availability, carryover, and treatment of advanced but unearned vacation upon separation.

The Board expressed general support for reviewing and simplifying the vacation schedule. Further review of the proposed changes and their operational implications will take place before finalizing the policy.

5. Court Leave

The Board discussed paid leave for employees serving jury duty or responding to lawful subpoenas. Although the Township is not legally required to pay employees during jury service, the Board expressed support for providing regular compensation during qualifying absences. The Board also discussed requiring employees to return to work when released from jury duty if sufficient time remains in their regularly scheduled workday.

6. Voluntary Sick Leave Donation

The Board reviewed a proposed policy permitting employees to donate unused sick leave to another employee experiencing a serious medical situation. Trustees discussed concerns regarding potential misuse, fairness, and the need for oversight. The Board generally agreed that such requests should be considered on a case-by-case basis through Board action rather than included as a standing provision in the handbook. The proposed sick leave donation provision will be removed from the handbook. The Board may consider authorizing donations by resolution if an appropriate situation arises.

7. Lactation Accommodation

The Board reviewed the proposed lactation accommodation policy and expressed support for retaining the provision.

The Board concluded its review of the handbook's benefit provisions and agreed to continue reviewing the remaining sections, including disciplinary policies, at a future meeting.

Trustee Nixon moved to adjourn. Trustee DeCastra seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Adjourned at 6:53 PM.

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Ryan Nixon, Trustee Chair	Thomas DeCastra, Trustee Vice-Chair
_____	_____
Tony Destro, Trustee	Bob Roksandich, Fiscal Officer