

MORPC EMPLOYEE GUIDEBOOK UPDATES



MID-OHIO REGIONAL
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PLANNING COMMISSION

“Authorizing the executive director to make relevant changes to the Mid-Ohio Regional Planning Commission's Employee Guidebook”

RESOLUTION EC-06-22



Section 3 – Benefits

- Health Care Coverage Date Change – Coverage will begin on the first day of the month following employment.
- PTO accrual – Increasing the first year PTO from 96 to 120 hours annually
- Prior Public Service PTO Credit – Expanding prior service credit to consider a candidate’s prior public service from federal, state, or other public employers
- Parental or Adoption Leave
 - Increase maternity leave to a minimum of 12 weeks combined leave, inclusive of short-term disability time awarded (previously 2 weeks plus the short-term disability time).
 - Provide up to 4 weeks (up from 2 weeks) of paid paternity or adoption leave
- Tuition Reimbursement
 - Separated Tuition Reimbursement from Professional Development for clarity
 - Prorated payback if employee leaves within a year of completion
 - Increased reimbursement maximum to the IRS tax-maximum of \$5,250 (from \$5,000)
- Updated commuter benefits offered – Free or subsidized parking, COGO membership, EV charging, and indoor bike parking

RESOLUTION EC-06-22



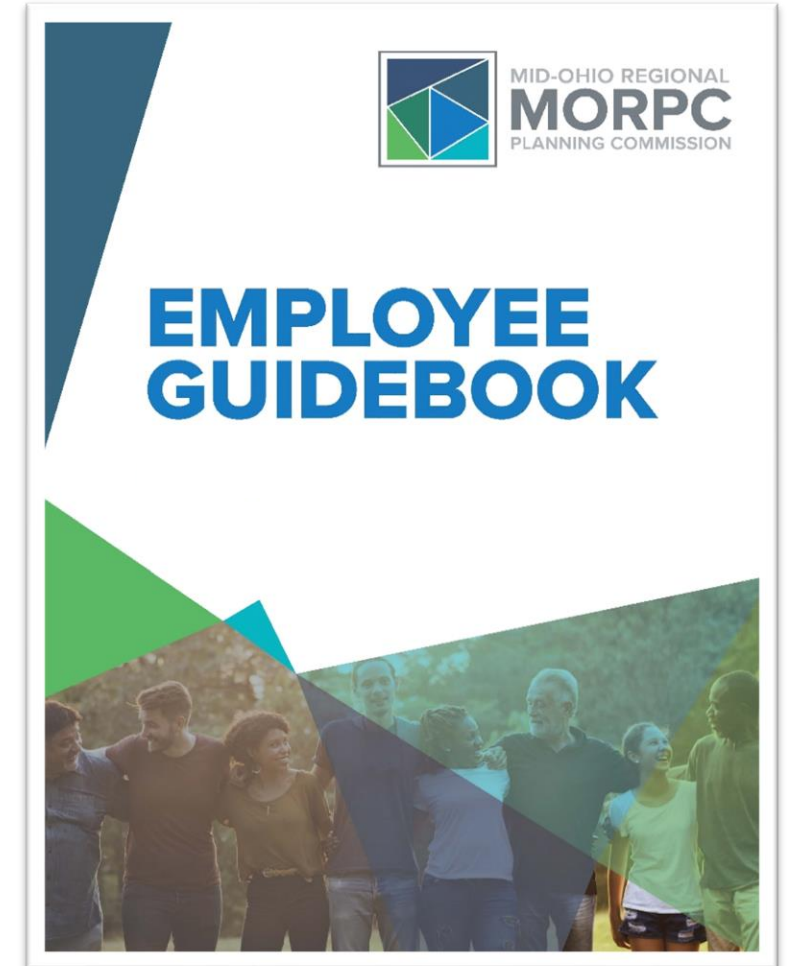
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Section 4 – Wage & Salary Administration

- Flexible Working Hours – Additional flexible working hours such as Flex Fridays
- Hybrid Remote Working Hours – For some or all employees while maintaining a strong in-person presence
- Severe Weather and Emergency Conditions – Removed ‘time off with pay’ for Level 3 emergencies as employees can work remotely

Section 6 – Employee Conduct

- Violence in the Workplace – updated to current conceal-carry laws
- Drug-Free Workplace – updated to include medical marijuana
- Conflict Resolution Procedures – streamlined based on legal review



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Section 8 – Reimbursement and Purchasing

- Employee Relocation Expenses – increased limit to \$5,000 (from \$1,000)

Other Guidebook Changes

- Updated titles and incorporated the role of the Human Resources Director
- Updated language to better address diversity, equity, and inclusion, including removing limiting pronouns and adding gender orientation protection

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