

Personnel & Wage Committee

Minutes June 5, 2014

Draft – unapproved

Chairman Terry Hinds call the meeting to order at 6:30 p.m.

Roll Call: Terry Hinds, Judy Patenaude, Linda Hinds

Approval of Agenda – Judy P. made the motion to approve the agenda. Linda H. seconds the motion. Motion carried.

Approval of minutes – Judy Patenaude made the motion to approve the minutes from May 7, 2014 as printed. Linda Hinds seconds the motion. Motion carried.

Communications – none

Duties and Responsibilities – Discussion followed. Motion by Judy Patenaude to approve a revision to Ordinance 103-4B (3) and forward this item to the Village Board for board approval. Linda H. seconds the motion. Motion carried.

Review Employee Handbook – Chairman Terry Hinds selected a few areas for review. The committee will review the complete handbook over the next few months. The sections that were selected pertained to Salary, Overtime, Benefits and duties, hours and pay period. The committee will review and make recommendations at the next meeting.

Full time/Part time employees and benefits – The committee reviewed the employee handbook. Per employee handbook an exit interview needs to be completed when an employee leaves/retires. Discussion followed. The committee agreed that the interview should be done in closed session with the entire Village board. Hours were reviewed. Pay periods were discussed. Bi-weekly payroll will be in effect as of July 1, 2014 with pay date to be on Fridays.

ETF Bulletin Insurance Options 2015 – Current insurance program was reviewed.

Announcements/Informational Item Only –Linda H. discussed possible salary adjustment and explained the reasons behind it. Additional changes to the handbook such as smokeless products, and listing board members and committee designations. Safety/OSHA safety manual and emergency evacuation plan are items that need to be worked on. Also all employees are to review the employee handbook and make suggestions to the committee.

Items for next agenda – Continue reviewing employee handbook, cell phone safety policy

Next meeting date – July 9, 2014 at 6:30 p.m.

Adjournment - Judy P. made the motion to adjourn. Linda Hinds seconds the motion. Motion carried. Meeting adjourned at 8 p.m.

Respectfully submitted,

Charlene J. Meier
Clerk/Treasurer