

Personnel Meeting: Monday 9/28/26 immediately following Finance Committee Meeting

Call to Order @ 1803

Roll Call: Butch, Chris, John, and Michelle

New Business

- Discuss Personnel Policy
 - John gave everyone copies of a draft personnel policy with changes that have been made
 - Section 2.1
 - This section was added to satisfy requirements of a grant adding additional protected classes
 - Section 2.2
 - Michelle asked if we want to specify how and time frames for advertisement of job openings
 - John and Chris both said some ambiguity is good
 - Section Eight Vacation
 - John said this was placed here just to open discussion
 - Everyone had trouble understanding the meaning of the clause added and Chris suggested to leave it as it is
 - Section 10.2
 - Michelle said the village ordinance states each employee is entitled to 80 hours of sick leave each year
 - Chris said the laborers and police union contracts say something different as well for sick leave and how much leave can be carried over from year to year
 - Everyone in agreement to change the policy to reflect the greater amount of both numbers which would be 80 hours of sick leave per year and 200 hours of carry over sick leave per year
 - John asked if we needed to get an MOU from both unions
 - Chris said he would like to leave it as is
 - Section 10.6
 - John noted that this section includes a clause of 960 hours being the limit to carry over
 - After the previous discussion of carry over time, everyone in agreement to remove this sentence

- Section 11.1
 - Michelle said health savings accounts are given to an employee at a single rate of \$1500 and family rate of \$3000
 - John said to give them in quarterly installments to prevent someone from beginning employment with the village, spending their allotment, and then leaving employment
 - Michelle said this would upset many of the employees
 - Everyone in agreement to remove this addition
- Section 15.1
 - Michelle asked if we want to add a notice for retirement and an employee giving a lead time such as two weeks' notice
 - Everyone is in agreement not to put anything in there like that
 - All other changes were approved
- Discuss drug testing scheduling and results
 - Michelle said she received Sonny's that morning
 - John said we talked about this in a regular board meeting and everyone was in agreement they should come to the personnel committee
- Discuss full-time office employee raises
 - Michelle is requesting a \$2/hour raise and handed out a list of reasons why
 - Chris said thank you for the information but this will be something the personnel committee will have to discuss

Adjourned @ 1914 by John second Butch