

MINUTES PERSONNEL & FINANCE MARCH 4, 2024

The meeting opened at 5:30pm

Present were Pat Rollins, Bob Schacht, Jeffrey Kirkbride and Carol Bailey

We discussed our planned additions and changes to the employee handbook concerning overtime and comp time. We realized a need for some revisions.

We will write up a policy for Time Clocks. This will cover when and where to clock in and out, lunch breaks, call outs, phone calls etc.

Both concerns will be shared with all employees prior to any action.

We adjourned at 6:35pm.