

VILLAGE OF PEMBERVILLE PERSONNEL & FINANCE MINUTES
APRIL 2, 2024

PERSONNEL

The meeting opened at 6:00 pm.

In attendance were committee members Patricia Rollins, Bob Schacht, Jeffrey Kirkbride, Carol Bailey and guest Eric Campbell. Sarah Dyer joined the Finance portion of the meeting.

We discussed policies for the regular work hours, overtime, phone calls to employees while off the clock, ½ hour unpaid lunch breaks, and emergency callouts.

Overtime policy in the handbook will be clarified.

Employee interruptions while off the clock were addressed, including while on lunch break and on vacation.

The criteria for taking phone calls outside of the regular workday was discussed.

A TIME CLOCK policy will be added to the Employee Handbook.

All of these clarifications, tweaks and new policies will be presented to employees prior to any Village Council vote.

We will have a meeting April 11, 2024 at 12:00 in Council Chambers.

FINANCE

Sarah explained Ordinance 1659 and the process for recording those funds.

We discussed the need for added funds for the Village and what avenues to pursue to that end. These would include a tax increase and/or a license tax.

We adjourned at 6:55 pm