

## Personnel & Finance Committee Minutes

April 11, 2024

In attendance were committee members, Pat Rollins, Bob Schacht and Jeffrey Kirkbride and Village Employees, Jeff Bourdo, Mel Siebenaler, Cindy Winfrey, Sarah Dyer, Chief Vaughn, Landry Sheets, Nathan Schultz, Matt Lenke. Also present were BPA member Kim Long and Zoning Inspector Eric Campbell.

We started the meeting at 12:10 pm

Employees were given, as part of Merit Pay Raises, a Goals form to be filled out and returned to the Personnel Committee. They were also given the Evaluation Form that we will use in the Fall to use as a guide.

We discussed clarifying Overtime and Compensatory Time. Emergency Call Outs do not require a forty (40) hour week to be compensated at time and a half. Plant Checks and Shelter House Rental Set-up/Clean-up are treated like callouts as they are required after regular hours/weekend jobs.

Supervisors will be in charge of verifying overtime that does not fall within the guidelines stated.

Employees will note why there was a need for overtime on their time sheets/time clock. This is both for them and personnel to have the notification and for any future audit issues.

All employees will be using time clocks starting on May 1, 2024. We will continue to use time clocks and time sheets both for, at least, the remainder of 2024.

Closing the Town Hall Office for ½ hour lunches was discussed. It is thought that this option may not be the best course of action. We will revisit the office lunch breaks.

The meeting adjourned at 1:10 pm