

Village Of Brooklyn

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Personnel Committee Minutes February 23rd 2012

The Personnel Committee meeting was called to order at 7:00 pm. Committee members in attendance were Dean Van Den Eng, Nadine Walsten and Todd Klahn. Also in attendance were Clerk/Treasurer Carol Strause, Public Works Director Mark Langer, Police Chief James "Harry" Barger and Patrol Officer Wade Engelhart.

Motion: Van Den Eng/Klahn to approve minutes of 02/04/2012. Motion carried unanimously.

Vacation and sick time policies were discussed with the employees that were present. Committee members wanted to solicit feedback and suggestions before making any recommendations to the Board. The discussion included such things as the amount of vacation and sick time that the Village currently offers compared to other municipalities, whether vacation time should be awarded on an employee's anniversary date or Jan 1st and whether the sick time policy should be revised. The topic will be discussed further at the next meeting.

Public Works Director Langer, Police Chief Barger and Patrol Officer Engelhart left at 8:00 pm.

The committee discussed the number of hours that an employee should be compensated for regarding Legal Holidays. Due to different work shifts, there was some confusion between departments. The committee clarified that employees should collect 8 hours of compensation for each legal Holiday except Christmas Eve and New Year's Eve which are spelled out in the manual specifically as 4 hours each.

Clerk/Treasurer Strause left at 8:15 pm and Police Chief Barger returned at 8:19 pm.

Police Chief Barger reviewed a proposed hiring procedure for part-time police officers. The goal is to establish a procedure that involves the Personnel and Safety committees earlier in the hiring process and also provides additional scrutiny to insure the best hires. Police Chief Barger will refine the procedure and present it at an upcoming committee meeting.

Motion: (8:48 pm) Walsten/Klahn to convene to closed session pursuant to Wis Stats 19.85 (1)(c) to review application for part-time police officer position. Motion carried unanimously.

Motion: (9:15 pm) Van Den Eng/Klahn to reconvene to open session. Police Chief Barger left at this time.

The orientation manual for new trustees was discussed. **Motion:** Van Den Eng/Walsten to recommend that the orientation manual for new trustees be adopted with edits by the Board. Motion carried unanimously.

Time sheets and overtime were reviewed.

Motion: Van Den Eng/Klahn to adjourn at 9:28 pm. Motion carried unanimously.