

Village Of Brooklyn

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Personnel Committee Minutes March 15th 2012

The Personnel Committee meeting was called to order at 6:35 pm. Committee members in attendance were Dean Van Den Eng, Nadine Walsten and Todd Klahn. Also in attendance was Public Works Director Mark Langer.

Motion: Van Den Eng/Walsten to approve minutes of 02/23/2012. Motion carried unanimously.

Motion: Van Den Eng/Klahn to convene to closed session pursuant to Wis Stats 19.85 (1)(c) to deliver quarterly performance review to Mark Langer Director, Public Works Department. Motion carried unanimously.

Motion: (8:00 pm) Van Den Eng/Klahn to reconvene to open session. Motion carried unanimously. Public Works Director Mark Langer left at this time.

The committee discussed the number of hours that an employee should be compensated regarding Legal Holidays. Due to different work shifts, there was some confusion between departments and the committee wanted the policy clarified in the employment manual to affirm that a full day of holiday pay was to be compensated at 8 hours. **Motion:** Klahn/Van Den Eng to recommend that the Board adopt proposed changes to section 2.1 of employment manual - Legal Holidays. Motion carried unanimously.

The vacation policy was discussed and changes to the amount of vacation time and when vacation time should be awarded were debated. The consensus was to award 8 hours of additional vacation time for each year worked with a base of 80 hours after one year, but to continue to award vacation time on Jan 1st as is the currently practice. **Motion:** Van Den Eng/Klahn to recommend that the Board adopt proposed changes to section 2.2 of employment manual – Vacation retroactive to Jan 1, 2012. Motion carried unanimously.

The sick leave policy was debated including the amount of sick time that can be accumulated and whether sick time can be cashed out. One concern regarding allowing employees to cash out sick time when they separate employment with the Village was that monies would need to be set aside to fund this liability. With the tight budget that is in place and the need to maintain sufficient reserves, the consensus was to increase the maximum number of hours that can be accrued for sick time from 240 hours to 320 hours but to continue the policy that sick time cannot be cashed out. **Motion:** Klahn/Van Den Eng to recommend that the Board adopt proposed changes to section 2.3 of employment manual – Sick Leave. Motion carried unanimously.

The committee discussed whether $\frac{3}{4}$ time employees should be allowed funeral leave; currently only full time employees are allowed this benefit. The consensus was that $\frac{3}{4}$ time employees should be allowed this benefit. **Motion:** Van Den Eng/Klahn to recommend that the Board adopt proposed changes to section 2.4 of employment manual – Funeral Leave. Motion carried unanimously.

The committee discussed whether $\frac{3}{4}$ time employees should be allowed jury duty compensation; currently only full time employees are allowed this benefit. The consensus was that no change should be made at this time. **Motion:** Van Den Eng/Klahn to table discussion on section 2.5 of employment manual – Jury Duty. Motion carried unanimously.

The medical leave without pay policy was discussed. The consensus was that part-time employees should be excluded from this policy. **Motion:** Klahn/Van Den Eng to recommend that the Board adopt proposed changes to section 2.6 of employment manual – Medical Leave without Pay. Motion carried unanimously.

The compensation time policy was discussed as the committee wanted to clarify how much time should be allowed for $\frac{3}{4}$ time employees. The consensus was that $\frac{3}{4}$ time employees should be allowed to bank no more than thirty (30) hours of compensation time. **Motion:** Van Den Eng/Klahn to recommend that the Board adopt proposed changes to section 2.14 of employment manual – Compensation Time. Motion carried unanimously.

Time sheets and overtime were reviewed.

Motion: Klahn/Walsten to adjourn at 9:01 pm. Motion carried unanimously.