

# Village of Brooklyn

PO. Box 189 • 102 North Rutland Avenue • Brooklyn, Wisconsin 53521  
(608) 455-4201 • Fax: (608) 455-1385 • [E-mail: vbrook@charter.net](mailto:vbrook@charter.net)

## PERSONNEL COMMITTEE MINUTES Monday, April 15, 2009

The meeting was called to order at 6:30. Members present were Mark Bruner & Helen McCord. Nadine Walsten excused absence.

Mark motion to postpone January 14 March 25 and April 13 minutes. Helen 2<sup>nd</sup>. Motion passed.

Mark motion to postpone reviewing time sheets. Helen 2<sup>nd</sup>. Motion passed.

Mark motion to postpone work on section 8.3. Helen 2<sup>nd</sup>. Motion passed. Mark wants to see how 8.3 was originally written before we work on it.

No changes were made to 8.4, 8.5, 8.6, 8.7, 8.9, 8.10, 8.11, 8.12, 8.13, 8.14, 8.15, 8.16, and 8.17.

Mark motion to add at the end of 8.8 Clerk/treasurer will review the request and determine whether the deduction is appropriate and institute the deduction. Helen 2<sup>nd</sup>. Motion passed. We also need Carol to fix the pages for this section to be complete pages and delete any redundancies.

Mark motion to adjourn. Helen 2<sup>nd</sup>. Adjourned at 7:28.

We reconvened at 7:29 to talk about 8.3. Overtime

Overtime is time that an employee is authorized to and works in excess of 40 hours in a week, or 8 hours in a day. Overtime is to be kept at a minimum, consistent with the needs of the Village. Except in an emergency, no employee shall work overtime without prior authorization of their supervisor. If an employee elects to work four 10 hour days instead of five 8 hour days, the request must be approved by the employees supervisor and overtime will be paid only after 40 hours in that week.

Mark motion to adjourn. Helen 2<sup>nd</sup>. We adjourned at 7:36.