

Village of Brooklyn

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Personnel Committee Minutes Wednesday July 15, 2009

The meeting was called to order at 6:38. Members present were Mark Bruner, Wendy Layton, and Helen McCord. Nadine Walsten was also present.

Mark motion to approve June 17 minutes. Helen 2nd. Motion Passed. Wendy abstained.

Time sheets were reviewed.

We continued to work on the Professional Conduct Policy. More revisions were made. The policy will be typed up and then reviewed again at the next regular personnel meeting. We will send a copy to Finance for a policy on unpaid sewer bills.

Chapter 8 overtime-Mark motion to send a clean copy to the Board for approval. Wendy 2nd. Motion passed. (Chapter 8 needs to be cleaned up and duplications removed.)

8.3 Overtime is a time that an employee is authorized to and works in excess of 40 hours in a week. 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. Public works employees are required to work weekends and holidays, as scheduled by their supervisor. Each employee that is scheduled to work a weekend or a holiday shift will be given credit for a minimum of one hour at the rate of one and one half times their hourly rate in the event the employee is not required to actually perform any work while so scheduled. (See 2.1 Legal Holidays and 2.13 Overtime Pay).

Wendy motion to postpone chapters 1 and 2. Mark 2nd. Motion passed

Wendy motion to accept the changes to the Economic Committee. Mark 2nd. Motion passed.

(k)1.How Constituted and Terms (Personnel's recommendation) There shall be a committee known as the Economic Development Committee to consist of not more than nine (9) members, comprised of at least one (1) but not more than three (3) Village Trustees and not more than eight (8) Village residents, owners of property within the Village, owners of businesses located in the in the Village or managers of businesses located in the Village. Members shall serve a one-year term.

Mark motion to adjourn. Wendy 2nd. We adjourned at 8:50.