

# Village of Brooklyn

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## PERSONNEL COMMITTEE MINUTES Monday, March 9, 2009

The meeting was called to order at 5:20. Members present were Nadine Walsten, Mark Bruner, & Helen McCord. Carol Strause was also present.

Employee Manual revisions:

**8.1 Definition of full/part time employees:** Part-time employee means an employee who regularly works less than 1500 hours annually. Three-quarters time employees work at least 30 hours per week and at least 1560 hours annually. A full time employee regularly works 40 hours a week and at least 2,080 hours annually. A seasonal employee is part-time and is not eligible for any fringe benefits.

Part-time employees are not eligible for any vacation pay, sick leave pay, holiday pay, funeral leave or other benefit plans or programs provided by the Village unless approved by the Village Board. See section 2.8 regarding health insurance benefits.

**8.2** All full-time or three-quarters (3/4) time employees are expected to work 40 or 30 hours, respectively, during the work week. The work week commences Monday at 12 a.m. and ends the following Sunday at 11:59 P.M. Normal work hours for all employees shall be established by each department with the approval of the Village Board. One half hour for lunch and two fifteen minute breaks, one in the morning and one in the afternoon are allowed. The Village may offer a 4 day work week of 10 hour days as approved by the appropriate committee of the Village Board or the Village Board itself. The schedule will be submitted to the Village Board before taking effect. Schedules must be flexible and rotate to provide 5 days of coverage each week including those weeks when employees take vacation. The Clerk's Office must be staffed from 7 a.m. to 5 p.m. Monday through Friday. This may be obtained by working 4 ten hour days, or staggering the hours. Overtime may be required for special projects, additional workload or committee meetings.

Each employee is required to complete a time sheet and record start and end times for work each day, unpaid breaks paid legal holidays, paid vacation time, compensatory time, funeral leave and sick time. Time sheets are to be completed and forwarded to the department supervisor by 9 A.M. Monday prior to pay day.

### **2.8 Health Insurance:**

All employees eligible for WRS are eligible for group health insurance protection. Any employee regularly working 30 hours or more each week will have group health insurance paid at 100% by the Village. The insurance package with the lowest premium will be offered by the Village. If an employee wishes to have another package, that employee will pay the difference between the package offered by the Village and the one the employee requests. Any part-time employee who is WRS eligible but works less than 30 hours a week may choose to participate in the plan, but shall pay 100% of their premium. Seasonal employees are not eligible for group health insurance. Employees must complete an application for insurance within 30 days of employment. More specific details are in the group insurance plan booklet. Applications and the booklet are available from the Village Clerk/Treasurer.

Mark motion to adjourn. Helen 2<sup>nd</sup>. Adjourned at 6:11.