

Village of Brooklyn

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PERSONNEL COMMITTEE MINUTES Wednesday, March 25, 2009

The meeting was called to order at 6:50. Members present were Nadine Walsten, & Helen McCord. Mark Bruner excused absence.

Nadine motion to postpone January 21 minutes. Helen 2nd. Motion passed.

Nadine motion to approve March 9 minutes. Helen 2ⁿ. Motion passed

Helen motion to send to the Board for approval with corrections sections 8.1 and 8.2. (See March 9, 2009 minutes.) Nadine 2nd. Motion passed.

Section 8.3 Overtime

Overtime is 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 Department 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 8.4)

2.4 Funeral Leave

Full-time employees shall be entitled to a funeral leave of three (3) days. Funeral leave shall be available for an eligible employee to use in the event of a death of a member of the employee's Immediate Family or Extended Family.

Definitions:

Immediate Family-spouse, parents, children and siblings of an employee of the Village.

Extended Family-parents, siblings and grandparents of a spouse of a Village employee, and the grandparents, aunts, uncles & their spouses & the spouses of children of a Village employee.

Nadine motion to adjourn. Helen 2nd. Adjourned at 8:20.