

## **Finance, Personnel and Safety Committee of the Whole**

Minutes

May 25, 2016

**Call to Order:** Meeting called to order at 7:00pm by Chair Steve Bieszki.

**Roll Call:** By sign in. Present were Ald. Abendroth, Ald. Bieszki, Ald. Zastrow, Ald. Thiem, Chief Pflum, and Clerk-Treasurer Athorp.

**Citizen's Comments:** None

### **Old Business**

- **Working Meeting to Review Employee Handbook:** The Committee reviewed sections 4 and 5 of the draft Employee Handbook. Section 4: Paid Time Off was reviewed and several changes were suggested. Clerk-Treasurer Athorp was asked to develop an option for paid time off to incorporate a single "bank" of hours off for vacation, holidays, and personal days. Further discussion will be on the next agenda. Various changes to the vacation schedule were discussed. Sick leave was also reviewed. A policy for requiring a physician's return to work authorization if an employee is absent for more than three days was discussed and approved. The Committee also made minor changes to the Bereavement and Jury Duty sections. Changes were also suggested for Section 5: Leaves of Absence. Ald. Bieszki will check on the Military Leave policy, as he believes there are some requirements imposed by the military that we should be aware of. As we are subject to federal FMLA and a new section was added to the Handbook for that, the previous "Emergency Leave" section was removed, as it was redundant. A few other minor changes were made throughout. The Committee asked Clerk-Treasurer Athorp to develop a cost sheet, showing the dollar value for all proposed benefits.

**Adjournment:** Motion by Ald. Abendroth/Ald. Zastrow to adjourn. Motion carried. Meeting adjourned at 8:38pm.

Submitted by Clerk-Treasurer Lavonne Athorp