

Finance & Personnel Meeting
February 6, 2024 6:00pm

Members present were committee members Patricia Rollins, Jeffrey Kirkbride, Bob Schacht and Carol Bailey. Guests were Melody Siebenaler and Eric Campbell

1. 40 Hour work week & Overtime

The policy on what is included in “active pay status” and is eligible towards a 40-hour work week was discussed. We will amend the Employee Handbook clarifying active pay status and overtime. A draft will be written to present to the committee. After any additions/changes it will be given to employees to review.

2. Merit Pay

We will create an evaluation form and a goal form to use as part of the criteria for deciding Merit Pay Raises.

We will talk to employees about our ideas on instituting a merit pay raise to get their opinions. If they are agreeable to moving in that direction, we will send all employees the goals and evaluation forms.

3. Time clocks and Village Cellphones

Sarah has downloaded software for TimePilot. She showed us the app and how it works. We will use both timesheets and TimePilot for the first year to work out any potential kinks. Employees can add the TimePilot app to either their cellphones or computers.

We will continue with the Verizon cellphone plan the village has been using. Additional employees have decided to use village phones. Other employees will continue to get a \$35 stipend for their personal cellphones.

4. Appropriations

The 1st reading for the Ordinance for Permanent Appropriations for 2024 will be at tonight’s Council meeting.

We may add an extra Personnel and Finance meeting in February because of the number of items that need attention. If so, this meeting will be posted.