

Brodhead Personnel Committee Meeting, March 1, 2016

Present: Newcomer, Vondra, Mueller, Bernstein, City Clerk Withee, Chief Hughes. Fox entered at 7:15 p.m. Absent: Anderson

Meeting called to order at 7:03 pm by Bernstein. Minutes of previous meeting were read, Muller moved, Newcomer seconded to approve the minutes as read. All aye, motion carried.

Clerk Withee will check but it appears the terms of Anderson, Vondra and Newcomer are up. Newcomer agreed to continue the second year. The clerk also reported that they are looking at combining committees to lessen the amounts of meetings council members need to attend.

The committee reviewed the personnel manual by each page. Some changes were noted. The committee members are to take the tentative manual home and review for the next meeting.

Vacation time: We felt the manual was correct. The start of the 17th year would meet the requirement of 16 years.

After discussion regarding an employee's sick time, the committee recommended that the record as of 1/1/16 be the record of official sick time. Motion made by Fox, seconded by Mueller. All aye; motion carried.

Fox and Hughes continue to work on job descriptions.

The next meeting will be a special meeting on 3/21/16 at 4:30. It is possible that this meeting may replace the April meeting.

Fox moved to adjourn at 8:55 p.m. Seconded by Vondra. All aye; motion carried.

Gail Vondra, Committee Secretary