

Town Board Meeting August 27, 2007

James Parent called a special town board to order at 7:15 PM in the meeting room at the town hall. Present James Parent, Dale Williams, Barbara Anschutz, Robert Schultz, Jane Pluff, Doug Smith, Don Prust, Bert Sawyer, Jeff Kita, Mark Franke. Peter Jacobs was absent.

Clerk verified posting. Motion made/second Dale/Barb to accept the agenda. Carried.

Review, employee policy manual – Jim went thru page by page and bunch of the things in the beginning are ok. The board discussed the probationary period issue. They feel the 6 months is to long. Jim feels we would know if someone is not going to work out after 3 months. The board wanted an explanation on the 2 hour overtime issue. Barb feels overtime should be based on a 40 hour week and not an 8 hour day. Boys explained that they do come in on week end and clean the bathrooms and check all the areas that need to be clean. They than come back in for the evening lock up and put down 2 hours. It does take them a while to clean the bathrooms at the Rec. Park, Anclam Park, and Town Hall. Anyone who already has over 80 hours in Comp time will be paid out in overtime on the next check.

Compensatory Time – raised compensatory time to 80 hours and what ever occurs after 80 shall be paid in overtime. Sewer employees save the comp time and anything after that is paid out at time and half. Change town Chairman to Dept. head. If Compensatory is used before the end of the year they cannot add to it to make another 80 hours.

Discussion on call in time – Dale stated we have expensive investment in the town things need to be taken care of. When the employee's come in do the bathrooms etc on Saturday or Sunday it is not considered a call in, it would be just overtime. The only time the call in comes in effect is when they are called in after they are home for emergency issues.

Discuss/decide possible changes to Manual –

Article 4 – Change the probationary period to 3 months with no exceptions.

Article 6 – Will spend more time on this article at a later date.

Article 13-

Article 14- If an employee chooses to work 9 or 10 hour day with town board approval and leave early on Fridays the 8 hour day overtime does not come into play.

Article 15- Change to 80 hours and what ever occurs after 80 shall be paid out in overtime. Cannot add to it to make another 80 hours if comp time is used before the end of the year.

Article 16 – When the maintenance personnel reports for work on week ends for general cleaning of bathrooms it is not consider call in time but just reported as over time. Call in time for maintenance personnel would apply to emergency situations only, for example trees/wires down, etc.

Article 17 (c) – change to 3 days paid sick leave. (n) – Leaving – change to 10 years for paying out of sick leave.

Remove Article 29 completely from the plan.

Jane will call Steve to see what the official name for the retirement plan is.

Board will also review the health insurance amount at budget time.

Motion made/second Dale/Barb to adjourn at 9:30 PM. Carried.

Town clerk, Jane Pluff