

Present were Committee Members: Trustee Prott and Trustee Stillman.

Staff present: Village Administrator Tom Christensen, HR Director Toni Muise, Clerk Karie Torkilsen and Captain Brian Wall.

### **1. Call to Order**

Trustee Prott called the meeting to order at 4:48 p.m.

### **2. Resolution 2018-49 – Resolution Authorizing The Overtime Calculation And Compensation Policy And One Time Pay Adjustments To Eliminate Salaried Exempt Overtime**

The Resolution was modified to include the suggestions proposed at the last Personnel Committee meeting. There were a few things Christensen wanted to address:

- All of 2017 will be paid out. They will give a onetime exception of July 15<sup>th</sup> to request the payout; normally this would occur on June 30<sup>th</sup>.
- If there is a payout in June, it does not reset the clock and is still defined by a maximum of 80 hours earned.
- For those who have accrued more than 80 hours in 2018 a payout will be given.

The Village will provide a one-time salary increase to certain positions that currently accrue overtime that will now follow the FLSA laws as an Exempt employee and is absolved of receiving overtime. These positions will earn a prorated one-time salary increase:

- Battalion Chiefs a \$5,000
- Lieutenants \$2,500
- Captains \$5,000

Muise specified the policy would be effective July 1<sup>st</sup> the start of a pay period. This includes the salary increases and the new overtime policy for any nonexempt employee.

Trustee Stillman asked if there has been any feedback regarding the policy change? Christensen stated that Clerk Torkilsen brought up exemptions in regards to overtime for the Highway Department, Utility District, and Police & Fire, but no exemptions were made for Village Hall employees. Christensen felt this was a good policy, and unfortunately had to draw the line somewhere.

Torkilsen stated that there is Village staff that is required to work night meetings, or elections, which mandates they be here outside of the 8-5 working hours. She felt that at least when a holiday is involved, and they have to come in and work later, they would be able to earn time and half.

There was discussion regarding FLSA guidelines and why these mandatory positions are exempt. Torkilsen felt that since exceptions were being made for certain jobs, it was only fair to look at all hourly positions that are required to work outside of the regular 8 hour

work day. She wanted to be clear that she felt this only mattered with holidays because it's out of the employees' control. Vacation time, comp-time, sick time is different and entirely scheduled by the employee.

Trustee Prott wanted the policy to be fair; he would like this to be crafted in the Resolution and wants it to be standardized. Trustee Stillman agreed, and if there happens to be a holiday, he felt they should be compensated.

Muise worried that the more exemptions put in a policy the harder it is to enforce. She didn't want to revert back to how things were when the policy wasn't being enforced. She stated it is not a cost saving measure; it's more of following FSLA guidelines. However, it was brought up that there is flexibility with FSLA, and they can be more flexible. It has to be clear that sick time, comp-time, vacation time, or floating holidays cannot be included. It must only be holidays.

Trustee Stillman motioned to approve the Resolution Authorizing the Overtime Calculation and Compensation Policy and One Time Pay Adjustments to Eliminate Salaried Exempt Overtime contingent upon the Holiday exemption adjustment. Seconded by Trustee Prott. Motion carried unanimously.

### **3. Adjournment.**

Motion by Trustee Stillman to adjourn. Seconded by Trustee Prott. Motion carried unanimously

Meeting adjourned at 5:11 pm

Respectfully submitted,

Joslyn Hoeffert  
Deputy Village Clerk