

1. Call to Order

Trustee Prott called the meeting to order at 5:00 p.m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Stillman and Trustee Prott. Also present were Trustee Martin, Trustee Wishau, Trustee Wanggaard and President Dobbs

Absent: None

Staff present: Village Administrator Tom Christensen, HR Director/Assistant Village Administrator Toni Muise

2. Approval of Minutes

Trustee Stillman motioned to approve the December 17, 2018. Seconded by Trustee Prott. Motion carried unanimously.

3. Discussion of Vacation Policy

Muise explained that currently new employees must wait a full calendar year before they are given vacation time, the recommended policy change would allow some vacation time during the 1st year.

There was discussion about how the vacation would be prorated, such as the first month worked you would accumulate x amount hours towards vacation pay. If early termination would occur the employee would need to repay the vacation hours used and it would be deducted from the last paycheck. Muise thought they would need to wait a minimum of 30 days before accumulation would start, and thought it would coincide well with the holiday pay that begins after 30 days of employment. It was suggested that there would be a 90 day waiting period, in which they could earn time off during that period but would not be able to use it until after the probation period.

Muise stated that vacation time is awarded January 1st of each year, when you pass the threshold for extra vacation weeks, it's unclear when that is earned. It is a matter of consistency. She would like for it be set by anniversary date. The new system will be able to track by that date. It will be difficult to implement the first year, and would have to start 2020 because there has been vacation time already taken this year.

Trustee Prott requested Muise check out the average process in surrounding areas and move forward with this policy.

4. Discussion of Sick Leave Policy

Christensen explained that sick leave is earned at 8 hours per 30 days worked. Battalion Chiefs earn 24 hours per 30 days worked because of the language used in the personnel manual. They're seeking to change the policy for all sick leave to be earned at the same rate of 8 hours earned per 30 days worked. There was some discussion about current employees and how they would be affected by this change.

Trustee Prott requested that Muise look into this further.

5. Resolution 2019-03 – Resolution Authorizing The Reclassification Of The Development Director Position

Christensen explained that the first recruitment process for this position was unsuccessful. We received only 4 viable candidates prior to the round of interviews. Although an offer was made, it was turned down and the process now restarts. We'd like to attract more candidates in this round, and in order to do so, there was a recommendation to move this position up on the pay grade scale. We have to appropriately classify employees so we don't have to adjust the scale later on in the career. Trustee Wanggaard felt the position should be reclassified after it has been held and performed to the expected standard. Trustee Stillman felt the pay grade should not be that high and was worried that it wasn't in the Village's best interests. After further discussion, the Committee agreed to the reclassification.

Motion by Trustee Stillman recommended approving Resolution 2019-03 – Resolution Authorizing The Reclassification Of The Development Director Position. Seconded by Trustee Prott. Motion carried unanimously.

6. Adjournment

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

Meeting adjourned at 5:48 p.m.

Respectfully submitted,

Joslyn Hoeffert
Deputy Clerk