

**Personnel Committee
January 11, 2022**

1. Call to Order

Trustee Stillman called the meeting to order at 9:57 a. m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Stillman and Trustee Wanggaard. President Dobbs and Trustee Wishau were also present.

Absent: None.

Staff present: Village Administrator Kathy Kasper and HR Manager Michelle Tucker.

2. Approval of Minutes

Motion by Trustee Wanggaard to approve the minutes as printed. Seconded by Trustee Stillman. Motion carried unanimously.

3. Performance Evaluation Process

Staff explained the improved performance evaluation process and welcomed feedback. The proposed evaluation will be an honest assessment of the employee's performance. This new process will provide tools for department heads to offer adequate feedback to their supervised staff. In the past the score has been tied directly to the merit increase and staff suggested that there should be more indicators other than the score. Administration would like to have more discretion to what the increase is for individual employees. Historically, there have been employees who were granted greater than the 2% increase. The Committee discussed the new procedure, holding people accountable, and suggested department heads follow up on the set goals of those they are supervising, quarterly.

4. Compensatory time Policy Revision

The revision implements a policy where compensatory time being utilized should not count as time worked and would not qualify as compensatory time earned.

It was also revised and impacted to the Police Department Sergeant's compensatory bank that would grant them the ability to earn up to 80 hours; after the initial 80 hours have been exhausted, they would be able to build up to an additional 80 hours for a maximum of 160 hours annually. An additional revision would allow sergeants to carry over up to 24 hours into the next year upon request.

5. Human Resource Update

This will be a standing item on the agenda for various updates. The policy manual is still being worked on and there were some inconsistent policies that needed to be updated. Once finalized the fully overhauled policy manual will be presented to the Village Board.

6. Adjournment

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

Meeting adjourned at 10:46 a.m.

Respectfully submitted,
Joslyn Hoeffert
Village Clerk