

VILLAGE OF GERMANTOWN
COMMITTEE OF THE WHOLE MEETING
OCTOBER 26, 2011
VILLAGE HALL BOARD ROOM

CALL TO ORDER

Clerk Knaack called the meeting to order at 6:10 p.m.

ROLL CALL

Members present: Trustees Zabel, Ewert, Wing, Baum, and Hughes. Absent were Trustees Kaminski, Vanderheiden, Werderman and Chairman Wolter who arrived at a later time. Also present were Administrator Schornack, Clerk Knaack and Finance Director Rath. Labor Attorney Kyle Gulya was also in attendance.

APPROVAL OF MINUTES - October 13, 2011 meeting

Motion by Ewert second by Baum to approve the minutes. All present voted aye. Motion carried.

At this time the Clerk called for nominations for Chairman Pro-Tem until the arrival of Chairman Wolter.

Motion by Wing second by Baum to appoint Trustee Zabel as Chairman Pro-Tem. All present voted aye. Motion carried.

REVIEW OF POLICY & PROCEDURES MANUAL

Administrator Schornack gave a brief presentation on the management type items that need to be addressed when the union contracts expire at the end of this year.

Finance Director Rath stated working rules some unions were under need to be incorporated in the policies and procedure manual.

Kyle Gulya stated the policies and procedure manual should state general workplace conduct and establish a chain of command. He stated it should market the Village and show that it wants to attract and keep employees.

Finance Director Rath distributed a handout of issues yet to be resolved.

Issues yet to be resolved – Employee Policy & Procedure Manual

- Pager Pay

Currently DPW Union employees receive a set dollar amount per week they carry pager
– 2011 \$110

Discussion:

- Who determines who carries a page
- Jim Driver stated it is rotated
- It is part of the job description
- There is one holding a pager in each department, 4 per week
- This costs the Village approximately \$20,000/year
- It should be kept separate from salary
- The Board doesn't need to micro-manage the Departments
- There can be separate, smaller manuals
- The policies and procedures manual should dictate state and federal rules

Motion by Zabel second by Wing to continue the pager pay but at \$100 per week not \$110 per week. All present voted aye except Baum nay. Motion carried

- Call-in Pay
Minimum (2) hour for outside normal working hours, holidays, weekends?

Discussion:

- The hours are set by the supervisor
- Call in is for emergencies

Motion by Zabel second by Wing that the hours are to be set by the supervisor.

Motion by Zabel second by Wing to amend the motion to state call in pay is for emergency only and that the employee must report on site. All voted aye to amend. Motion carried.

All voted aye on the motion as amended except Baum nay. Motion carried.

Chairman Wolter arrived at this time (7:20 p.m.)

- Longevity Pay – DPW
Currently \$3/mo/ per year of service, after 8 years of service to a maximum of \$250.00
– paid once per year
(included in overtime calculation rate)

Discussion:

- Why is this for Public Works only and not other Departments
- The policy has been in the contract as far back as anyone could remember
- It could be kept for current employees but new hires omitted

Motion by Baum second by Hughes to grant longevity pay for those currently employed but new hires would be omitted.

Discussion:

- It should be rolled in with salary or eliminated
- It is a bonus the Board never knew about
- Why does it favor the Public Works Department

Motion by Zabel second by Hughes to amend the motion to continue the longevity pay but freeze everyone where they are at. All present voted aye to amend except Wing nay. Motion carried.

All voted aye on the motion as amended. Motion carried.

- Jury Duty – cap # days allowed?

Motion by Baum second by Zabel to pay full pay for five days only, with an exemption for those paid on salary. All present voted aye, except Zabel nay. Motion carried.

- Compensatory Time – 240 Hours??

Discussion:

- The legal maximum for non protected is 240 hours
- The Police Department maximum is 480 hours
- This is paid out at the end of the year
- Requiring employees to take comp time saves money
- If it is earned in October or November it can be carried over

Motion by Zabel second by Baum to place the maximum bank of comp time at a rolling 40 hours. At that time it is to be taken or paid out. The Department Director is in charge of when the comp time is taken. All present voted aye except Wing, Ewert nay. Motion carried.

Motion by Zabel second by Baum to add the words non exempt employees to this item. All present voted aye. Motion carried.

Motion by Zabel second by Baum to eliminate the sentence “Compensatory time records shall be kept by each department for their respective employees”. All present voted aye. Motion carried.

- Holidays – (2) Floating holidays
Currently DPW Union/Clerical Technical Union and Non-exempt Hourly workers receive 2 floating holidays
Administrative employees, Library personnel and Dispatchers receive (1) Floating Holiday

Discussion:

- The Friday before Easter should be removed from the schedule
- Perhaps the Friday before Easter should be ½ day instead of a whole day
- Many people take off for hunting the day after Thanksgiving

Motion by Baum second by Wing to make all holidays the same with a total of 11 which includes one floating holiday. All present voted aye, Zabel nay. Motion carried.

- Dispatch Personal days
Currently receive (3) days off (holidays are not paid time off days)

Discussion:

- Dispatch receives a check for double time because the holidays have to be staffed
- Chief Hoell stated we need to try and maintain good employees.

Motion by Baum second by Hughes to allow Dispatch to have 3 personal days. All present voted aye. Motion carried.

- Reimbursement for protective clothing
DPW – Safety shoes \$40 each year or \$80 every two years
Engineering/Inspection departments that leave the office - \$30.00 per year for protective gear or work shoes

Motion by Wing second by Ewert to keep the reimbursement for protective clothing. All present voted aye. Motion carried.

- Employee Conceal Carry Policy

Discussion:

- Is this a liability to the employer
- The Board just granted citizens the right to concealed carry in Village buildings
- Certain work duties would be dangerous to carry a gun or other concealed weapon
- Manual labor positions could have problems with carrying weapons

Motion by Zabel second by Wing that possession of a handgun or other weapon will not be allowed in Village buildings without permission granted by the Village Administrator. All present voted aye. Motion carried.

Procedures maintained within individual departments – not specifically included in the manual

- Start and ending times – Hours of work

Motion by Baum second by Hughes that overtime is paid after 40 hours of work, with no vacation, sick or comp time in the same week.

Motion by Wing second by Baum to amend the motion to include holidays as work time and that it shall not count toward overtime calculation for telecommunicators. All present voted aye to amend. Motion carried.

All present voted aye on the motion as amended, except Wing nay. Motion carried.

- Uniforms
- Trade Days/Hours
- Dress code other than uniforms (casual Friday)

The above issues will be determined internally.

Sick leave days were discussed. Research will be conducted to see what other communities are doing.

Reduction of base pay was discussed but no action was taken.

The Trustees would like to have a report on sick leave. (Days accrued and used)

Vehicle use was discussed but no action was taken.

The Chain of Command was discussed.

Discussion:

- The word Village President should be taken out as he is one of nine and has no other powers than the rest of the Board
- This should be left in as the President does have other powers, he is directed to sign documents, etc.

It was noted all these motions will be in the Policies and Procedures manual and recommended for adoption by the Village Board. The Board will also work towards a separate document(s) specific to employee benefits and specific to Departments.

ADJOURNMENT

The meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Elizabeth Knaack
Village Clerk