



Chair David Blend called the meeting to order at 6:08 p.m. In attendance: Trustees David Blend and Michelle Kaltenberg. Also in attendance: Trustee: Tim Semo, Library Director Luci Bledsoe, Police Chief Gary Bleecker, Utilities Superintendent Peter Hartz, Administrator Mark Johnsrud and Clerk-Treasurer Joan Dykstra.

Statement of public notice – This meeting was posted and noticed according to law.

Approval Minutes of June 28, 2012 -

A Kaltenberg/Blend motion carried to approve June 28th minutes.

Personal Appearances - none

Resolution 73-12 Post Issuance Compliance Policy for Tax Exempt Obligations

A Kaltenberg/Blend motion carried to recommend approval of Resolution 73-12 the post issuance compliance policy for tax exempt obligations as recommended by Quarles and Brady.

Resolution 74-12 Approving Petition for 2013 County Highway Aid

A Kaltenberg/Blend motion carried to recommend approval of Resolution 74-12 approving the petition for 2013 County Highway Aid.

Resolution 75-12 Settlement Agreement - AMC Showplace Theatres v. Village of Johnson Creek

A Kaltenberg/Blend motion carried to approve Resolution 75-12 a settlement agreement with AMC Showplace Theatres.

Discussion Revision of Personnel Policy Manual - Paid Time Off (PTO)

Blend recommended including to the following sentence in the third paragraph after “Regular part-time employees with more than twenty-eight (28) hours per week.....they typically work,” excepting part-time exempt salaried employees with twenty (20) hours or more per week will receive a pro-rated portion of PTO. A Kaltenberg/Blend motion carried to approve the above amendment to be included into the paragraph.

The paragraph under Years of Service regarding salaried full-time, exempt, supervisory personnel shall accrue additional PTO up to eight (8) hours for every additional thirty (30) hours worked beyond a forty (40) hour work week to a maximum of forty (40) PTO hours annually) mirrors our current policy stated Johnsrud.

Johnsrud said the Committee had approved grandfathering in the vacation currently earned by employees under years of service so instead of grandfathering any employees he created another break from the original proposal which was:

10 years to 18 years = 23 PTO and 19 years and beyond = 25 PTO to

10 years to 15 years = 23 PTO, 16 years to 18 years 25 PTO and 19 years to 30 years 28 PTO.

Blend said with new hires they do not have a large PTO and if health issues or other circumstances come up even with current employees that do not have a large bank of sick, Johnsrud recommended including under the PTO Usage the following:

If an employee’s accrued PTO days have been exhausted, the Village Administrator has the authority to grant additional PTO up to an employee’s Annual PTO Eligibility subject to a lifetime maximum benefit of forty (40) hours. Additional granted PTO hours shall remain as a negative balance to the employee, to be retired through future PTO accruals at a minimum rate of eight (8) hours per calendar year. The negative balance of granted PTO hours shall be deemed retired if

the employee, in the same calendar year that the grant is given, becomes eligible and approved for disability under Federal Social Security Disability (SSDI) qualifications within the "The Americans with Disabilities Act of 1990" and requests separation of service or retirement from the Village of Johnson Creek.

In all other cases of separation of employment with the Village of Johnson Creek, except for the exception noted above, the value of the negative PTO balance shall be deducted from the employee's final paycheck.

An employee in an unpaid leave status shall not accrue PTO.

PTO will be counted as time worked for purposes of calculating overtime pay.

Johnsrud also presented PTO for performance to encourage employees to receive additional PTO with a satisfactory evaluation. After discussion regarding the accrual hours per score, the following was recommended:

PTO for Performance

Any employee may accrue up to an additional forty (40) hours PTO annually by obtaining above satisfactory work performance. Above satisfactory work may include, but not limited to, exceptional workplace attitude, advanced aptitude of job skills, improvements in personal development, exceptional fiscal responsibility, initiation of work process improvements, providing team leadership, exemplary attendance and community volunteerism.

Employee performance evaluations shall be used to determine eligibility. Supervisors shall submit signed employee performance evaluations with noted above satisfactory work performance to the Village Administrator for approval. Employees are evaluated on a scale of 1 (lowest) to 5 (highest), with 4 and 5 being above satisfactory. Above satisfactory work performance would be determined by scores in the seven categories, communication, teamwork, promotion and support of Village image, employee development, management skills, job knowledge and quality of work and decision making and leadership within the performance evaluation form included in the Personnel Policy Manual.

To qualify for PTO for Performance, an employee must have a mean overall evaluation score, in the seven categories, of 3.0. This shall herein be noted as a "qualifying employee". A qualifying employee shall then be eligible for PTO for Performance in the following manner:

"Qualifying Employee" PTO for Performance Accrual Table

For each category (of 7) with a score of either 4 or 5:

Any score of 4 = 4 hours

Any score of 5 = 8 hours

Maximum annual accrual = 40 hours

Any PTO for Performance is in addition to the PTO accrual based on years of service.

An employee has the option to use accrued PTO for Performance accruals in the following manner:

1. Exercise PTO accrual in the year earned, partially or entirely, by the end of the calendar year, in fifteen minute increments. Any accrued and unused balances by December 31st of the calendar year earned are to be placed within the Accumulated PTO Bank. Any accrued PTO greater than the maximum lifetime Accumulated PTO Bank limit of 90 days shall be forfeited.

2. Request annual reimbursement, based on the approved employee pay table, subject to Village Administrator approval and funding budgeted and approved by the Village Board.

A Kaltenberg/Blend motion carried to approve the above performance PTO in the policy.

A Kaltenberg/Blend motion carried to submit all changes to the next Village Board meeting in Resolution format.

Discussion Personnel Policy Manual - Section 5.14 Disability Insurance

Blend reviewed the disability policy and found the current policy ~~would never pay out~~ is unlikely to pay out and recommended getting bids for a useable disability policy that would pay out if the need arose. It was also decided to send the disability insurance and also the price of the life insurance policy to the next Personnel and Finance meeting.

Adjourn

A Kaltenberg/Blend motion carried to adjourn at 7:08 p.m.

David Blend, Chair
Personnel & Finance