

PERSONNEL COMMITTEE MINUTES VILLAGE OF DEERFIELD

**FOR A MEETING OF THE PERSONNEL COMMITTEE OF THE VILLAGE OF DEERFIELD HELD AT
THE DEERFIELD VILLAGE HALL, 4 N. MAIN STREET, DEERFIELD, WISCONSIN ON MONDAY,
JANUARY 18, 2010 AT 6:00 P.M.**

I. CALL TO ORDER – NOTING OF ROLL BY CLERK

The meeting was called to order by President Kiefer at 6:06 PM. Roll call: Schreiber, Smith and Kiefer present. Also present: Village Administrator, Patrick Vander Sanden.

II. CONSENT AGENDA

Motion by Smith, second by Schreiber to approve the January 18, 2010 agenda as presented. All ayes, motion carried.

A. APPROVAL OF MINUTES FROM NOVEMBER 30, 2009

Motion by Smith, second by Schreiber to approve the November 30, 2009 minutes as written. All ayes, motion carried.

III. PUBLIC APPEARANCES

A. PUBLIC COMMENTS - None

B. UNFINISHED BUSINESS, REVIEW & ACTION THERE ON

1. VILLAGE OF DEERFIELD PERSONNEL MANUAL

The Committee reviewed the Personnel Manual. After review the following correction were requested:

Pg. 02 The mission statement was removed

Pg. 03 section 3.1 was removed

Pg. 10 section 7.2 the first sentence was removed and various other changes were made

Pg. 14 section 9.3 the last sentence was changed to read "This payment will be on the first pay period in January"

Pg. 14 section 9.3(A) "by telephone" and "of their absence due to illness by calling, or having a call placed, and leaving a message with the Village Administrator's office" were removed.

Pg. 16 section 9.9 "All employees are required to have residency within a 20 mile radius of the Village Hall" was removed

Pg. 16 section 9.11 "Although the Village of Deerfield does not wish to become involved in an employee's private matters, we are compelled by law to administer the court's orders. In doing so" and "Employees are encouraged to resolve these matters privately to avoid the Village's involvement in their mutually unpleasant situation" were removed.

Pg. 18 section 10 "One important point that should be emphasized is that of protection and assistance to employees in recognition that they are one of the Village's most valuable assets. However, the Village of Deerfield has taken the position that employees should contribute toward the cost of certain benefits offered to Village employees. The employee's contribution is in response to severe increases that have taken place in the insurance industry, and is a fair and reasonable expectation according to trends taking place, especially in the health insurance field." was removed.

Pg. 20 & 21 section 10.8 "clothing/boots were added after \$200.00 per year for and "T-shirts (with or without sleeves), Sweat shirts (hooded or non-hooded), winter coats, Blue Jeans or work boots. Clothing purchase, other then boot or blue jeans, will be done through the Village." And "Upon termination, all clothing (other then boots) will be returned to the Village prior to final paycheck being issued" were removed.

Pg. 21 section 10.9(a)(2) "Must be" was removed

- Pg. 21 section 10.9(a)(3) “Must” was removed and “Able to” was added.
- Pg. 24 section 12.1(B) “in” was changed to “on”
- Pg. 25 section 12.1(E) “at” the death was changed to “or upon” the death
- Pg. 26 section 13 “Should the employee remain aggrieved of the situation” was change to “Should the employee remain aggrieved about the situation”

C. NEW BUSINESS

A. REVIEW & ACTION

1. NONE

D. COMMUNICATIONS

A. NONE

E. STAFF REPORTS

A. NONE

F. ADJOURN

Motion by Schreiber second by Smith to adjourn at 7:16 PM. All ayes, motion carried.

/S/ Elizabeth McCredie
Village Clerk/Treasurer