



VILLAGE OF WEBSTER

PERSONNEL MEETING MINUTES

Monday – January 19, 2015

7:00 p.m. @Village Office

7505 Main Street West, Webster, WI

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- I. **CALL TO ORDER** – Village President, Jeff Roberts; called the meeting to order at 7:00 p.m.
 - II. **PRESENT** – Village President, Jeff Roberts; Member, Charlie Weis; and Member, Tim Maloney. Also Present: Trustee, Darrell Sears. Absent: None.
 - III. **EMPLOYEE WAGES AND CONTRACTS DISCUSSION** – Village President, Roberts informed the board that all employees with the exception of the library staff and Full-Time Officer had accepted wages and benefits the full board proposed for 2015.
 - IV. **EMPLOYEE BENEFITS POLICY DISCUSSION** – Discussion took place regarding AFLAC that 2 employees currently use. The board will have Clerk/Treasurer, Bjorklund continue to deduct the fees if they are direct payment to their bank for that purpose, and the employee gets paid by direct deposit only. The committee will make the recommendation to the full board to proceed with this policy.
 - V. **EMPLOYEE SAVINGS POLICY DISCUSSION** – Discussion took place regarding employee savings accounts through the village. The village will have Clerk/Treasurer, Bjorklund discontinue issuing savings reimbursements checks that are deducted from employee's checks for that purpose. An employee may have Clerk/Treasurer, Bjorklund have a portion of their paycheck deposited via direct deposit into a designated savings account at their personal bank. The employee must receive their payroll by direct deposit to be eligible for this benefit. The committee will make the recommendation to the full board to proceed with this policy.
 - VI. **EXCUSED ABSENCE REQUEST DISCUSSION** – Discussion took place regarding time off that is requested by employees. All employees must fill out an excused absence form and have their immediate supervisor sign for any time off as well as the Village President. If there are issues regarding time allocated on an employee's pay check, said employee must talk to their immediate supervisor first. If there are still issues then the employee needs to talk to the Village President next. The Clerk/Treasurer is not contacted by the employee if there are issues. This would also apply to time cards, insurance, reimbursements and payroll deductions.
 - VII. **MOTION TO GO INTO CLOSED SESSION PER WIS. STAT § 19.85(1) (c)** – Motion to go into closed session was made by Member, Weis; seconded by Trustee, Sears. **Motion carried 4-0.**
 - VIII. **MOTION TO RECONVENE INTO OPEN SESSION PER WIS. STAT § 19.85 (2)** – Motion to reconvene into open session was made by Village President, Roberts; seconded by Member, Maloney. **Motion carried 4-0.**
 - IX. **MOTION TO ADJOURN** – Motion to adjourn the Personnel Committee Meeting at 7:40 p.m. was made by Member, Maloney; seconded by Trustee, Sears. **Motion carried 4-0.**

Respectfully submitted,

Jeff Roberts

Village President

January 20, 2015

***These minutes are subject to approval at next month's Regular Meeting.