

## HR Committee Meeting 12-9-2024

Page called meeting to order at 6:02pm. Going over Employee handbook to make changes. Page suggests to change all "treasurer" wording to show "Office Manager." Office Manager is considered the full time position since she is here over 20 hours a week. Treasurer may work anywhere from 10-15 hours a week not to exceed 15 hours per week.

Page 7 of Employee Handbook we need to put in that if there are problems to contact HR first and then follow up with the Mayor if a solution cannot be reached with HR.

Employee Personal Information Files will be handled and kept by the Office Manager. President and HR chair can also request Personnel files if they need them. Each Employee is allowed to also review their file and ask for a copy from Office Manager.

Adding office hours on page 9 to reflect

Monday, Tuesday, Thursday & Friday 8am-12pm and Wednesday 2pm-6pm. The first Saturday of the month the Village Office is open from 8am-12pm.

Page 10 going over deductions from paycheck, if you have questions on your paycheck and deductions work with HR and the Village President who will work with the Treasurer on the payroll documents.

Page 3, 12( 3 spaces) & 13, 15 Change "Treasurer" to "Office Manager"

Page 8 changing "Administrator" to "Office Manager"

Changing paragraph 6 to say 1.5 times the amount of vacation they get.

Things listed under Additional Job Duties for treasurer will be moved over to Office Manager Job Description.

Treasurer does not have set office hours.

Bank Deposits and postal duties will be handled by Office Manager.

Anything Clerical should be handled by Office Manager.

Vouchers for bills- Hammel believes Treasurer should fill out the Vouchers and get them credited to the correct accounts, everything after that will be handled by Office Manager.

Page has requested training documentation for each job, right now primarily treasurer and office manager. Board gave 2 months to get a training manual in by Feb 7<sup>th</sup> 2025, in the event someone had to step in and cover. 1<sup>st</sup> draft review must be sent to Village president and HR committee by Jan 31<sup>st</sup> 2025.

Pg 13 adding after 30 Days of employment to line up with the rest of the handbook.

Page 16. Add right above bereavement leave to say "Per PLAWA Act Illinois State Law; full-time employees receive 40 hrs. per year. Part-time employees receive 1 hr. for every 40 hrs. worked."

Page motions for meeting to be adjourned at 7:13pm kirby 2nds all ayes.

Respectfully submitted by

Courtney Nelson

Recording Clerk for 12-9-2024 HR Committee Meeting