

Village Of Lawrence

157 N. Paw Paw
P.O. Box 217
Lawrence Michigan 49064
(269) 674-8161 Fax (269) 674-3004
www.lawrencemi.org



PERSONNEL COMMITTEE

April 24, 2018

Meeting was called to order at 6:00 pm.

Present: D Faulkner, D Quick, M Keyser, M Webster
Guest: B Johnson

Old Business:

- Minutes: 3/27/18 approved (Mark/Dan)
- Police Contract: Under review at PSC.
- Uniforms: Proposal as attached approved.
- Modify DPW hours: It was agreed that DPW staff can stagger their hours to meet the needs of the work. Currently working out well. Review again at 90 days. (May 2018)
- Hiring: Administrative Assistant: Complete. Katie Newton will start April 30. Benefit documents have been sent. Recommend initiating process for her to become a notary. Many thanks to Dan and Pat for "holding down the fort" for the last 6 weeks. Dan expressed that they both learned a lot during this time.

New Business

Personnel policy review re vacation/personal day's carry-overs / payout. After a lengthy discussion it was agreed that:

- We need to amend the personnel policy to reflect a pro-rated payout of unused vacation. Current policy calls for earning annual vacation in one block for the entire year which resulted in a final unbudgeted payout for Kim of 115 hrs (earned vacation on March 1 (fiscal year start), left on March 16).
- Revert to hire date (vs fiscal year) for seniority and honoring WT hire date vs conversion to Village payroll.
- Leaving the Village by resignation will trigger a pro-rated vacation payout. Termination for cause will result in no vacation payout.

Mary will research recommended policy wording and draft a proposed amendment. Dave will have the proposed verbiage reviewed by an employment lawyer to confirm it meets our intent before bringing the amendment forward to Council.

Regular meeting schedule for Personnel Committee will move to the fourth Monday at 6:00 pm (prior to Planning Commission) starting June 25, 2018

Meeting was adjourned 7:10 pm. Next meeting date May 21, 2018 at 6:00 pm

Submitted by M Webster.

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UNIFORMS

Pants for DPW

CLS uniform company. This will be pants only. DPW staff will wear their own shorts if desired.
Weekly bill \$25.50
Monthly \$102.00
Yearly \$1,224.00

Shirts for DPW and Crossing guard

Infinite Apparel for shirts.
One time set up charge for printing shirts \$15.00
These prices include village logo and name printed on shirt

Ordering 36

DPW T-Shirts **\$390.00.** Brian 9, Jim 9, Jeff 9 and Chris 3.
Long Sleeve (same quantities as shirts) **\$596.70.**
Crossing guard \$90.00. Ron 6.
Long Sleeve **\$131.34.**

Hooded Sweatshirt for DPW

Ordering 12. This would be for Brian, Jim and Jeff 4 each. Can price out for Chris and Ron if needed.
Hooded \$466.68.

Totals for DPW Staff

CLS \$1,224.00. With 60 or 36 month agreement.
Infinite Apparel \$1,468.38

Totals for Crossing Guard

Infinite Apparel \$221.34