

# Village Of Lawrence

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## PERSONNEL COMMITTEE

December 3, 2018

Meeting was called to order at 6:35 pm.

Present: D Faulkner, D Quick, M Webster

Absent: M Keyser

Guest: K Newton

### Old Business:

- Minutes: October 4, 2018 approved (Dave/Dan)
- Update on potential of savings plan moving from 401k to 401c: Village will be moving 401K to 401A as required by recent legislation (municipal ruling). Village has supplied requested information to MERS to begin process.
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### November agenda items:

- Begin developing pay scales for all Village positions - tabled
- PTO conversion policy: draft of policy/procedure was secured and is under review; Dave and Mary to complete a local draft for review at January meeting. Katie is reconciling current vacation allotment and usage in preparation for conversion (no sooner than February 2019). Procedure will be drafted and reviewed by staff prior to implementation so that any potential loss of time can be used prior to start date.
- Request has been received from D DeLoach to convert his Village 401k to that of current employer.
- J Groth has been placed on weight restriction due to on-going issues with his knee (job related and covered under Workmen's Comp.
- Christmas lunch with staff and Council will be held on Friday December 21<sup>st</sup> at 2:00 pm at the Village Hall. Office will be closed at 2 pm. Caterer is being contacted for menu.
- It is recommended that the office be closed on Monday, December 31<sup>st</sup> (addition of holiday for 2018 only). Staff will be paid for the additional holiday.

Meeting was adjourned 7:10 pm. Next meeting date January 28, 2019 at 6:00 pm

Submitted by M Webster.