

## Village Of Lawrence

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### PERSONNEL COMMITTEE

June 5, 2018

Meeting was called to order at 6:05 pm.

Present: D Faulkner, D Quick, M Webster

Absent: M Keyser

Guest: Katie Newton

#### Old Business:

- Minutes: 7/28/18 approved (Dave/Dan)
- Modify DPW hours: It was agreed that DPW staff can stagger their hours to meet the needs of the work. Currently working out well; will continue going forward with adjustments that might be needed to be implemented by DPW staff and supervisor.
- Update on potential of savings plan moving from 401k to 401c: tabled to June 25 meeting
- 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. Draft of two pro-rating schemes were presented. Both will be reviewed by legal and finished amendment draft will be reviewed at June 25 meeting.
  - 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.

#### New Business

- Duties of Clerk and Treasurer: reviewed Chapter 3 of the General Law Village book from MML (see attached) specific to jobs of Village officials. Further clarification of the roles of Clerk and Treasurer was referred to the Administrative Committee to align tasks with Village office staff. Village job descriptions for these two roles will be developed following Administrative Committee review. Note: the entire chapter is attached for your review.
- Insurance: Katie presented her review of current premiums and staff deductions. It appears that when premiums were updated, deductions were not. She will complete her review and bring it back at June 25 meeting for further action.
- Dan reported that MML had completed a year-to-date workers comp audit and the Village had no claims. He also reported that there had been two liability claims and no MIOSHA claims. It was suggested that we have available respirators for concrete work.

Meeting was adjourned 8:35 pm. Next meeting date June 25, 2018 at 6:00 pm

Submitted by M Webster.

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