

VILLAGE OF DORCHESTER

CLARK & MARATHON COUNTIES

250 PARKSIDE DR, DORCHESTER, WI 54425
Phone: (715) 654-5006 ♦ Fax (715) 654-5083

Website: www.dorchesterwi.com
Email: dvcval@tds.net

EMPLOYEE COMMITTEE MEETING

DATE: Friday, June 26th, 2020

TIME: 2:30 PM

VENUE: 250 Parkside Drive, Dorchester

AGENDA

1. CALL TO ORDER.
2. ROLL CALL.
3. DISCUSSION AND POSSIBLE ACTION TO APPROVE FAMILIES FIRST COMPLIANCE POLICY.
 - a. Allow or require employees to supplement 2/3 pay with accrued PTO/VACATION/COMP time up to 40 hours total a week.
 - b. Allow employees on leave for reasons e. & f. (2/3 pay leave) to leave on an intermediate basis.
 - c. Require to have accrued vacation/PTO to run concurrently with this policy until exhausted.
4. DISCUSSION AND POSSIBLE ACTION ON ADDITIONS/UPDATES/CLARIFICATIONS TO EMPLOYEE HANDBOOK.
 - a. Expense Reimbursement for employees traveling for business-related activities.
 - b. Updating policy on forfeited earned compensation time at end of the year.
 - c. 6-month probation period.
 - d. Residency requirements for employees.
 - e. Per diem pay for employees who attend board and committee meetings.
 - f. Pro-rated PTO/Vacation for permanent part-time employees.
 - g. Comp time earned at regular rate (not 1.5) for permanent part-time employees based on regular/budgeted hours per week.
 - h. Clarification on background checks for job applicants.
5. DISCUSSION & POSSIBLE ACTION TO UPDATE CLERK OFFICE HOURS.
6. **CLOSED SESSION (PER SECTION 19.85 (1) (C) WISC. STATS. CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION, OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY, SPECIFICALLY TO REVIEW JOB PERFORMANCE/PAY INCREASE FOR CLERK-TREASURER RELATED TO 90-DAY REVIEW.**

7. MOTION TO INVITE NON-COMMITTEE MEMBERS WHOSE PRESENCE ARE NECESSARY FOR THE BUSINESS AT HAND DURING THE CLOSED SESSION.
8. MOTION TO GO INTO CLOSED SESSION.

CLOSED SESSION

9. RECONVENE TO OPEN SESSION TO TAKE ACTION OR ANNOUNCE ACTION TAKEN IN CLOSED SESSION, IF ANY, AND IF APPROPRIATE.
10. ADJOURNMENT.

**Village Board members may attend the above committee meeting for information gathering purposes. If a quorum of Board members should appear at this Committee meeting, a regular Board meeting may take place for the purpose of gathering information on an item listed on this Committee agenda. If such a meeting should occur, the date, time, and location of the Council meeting will be that of this Committee as listed on the Committee agenda.*

Michelle J Dunn – Clerk Treasurer