

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: Wednesday, September 23rd, 2020

TIME: 3:00 PM

VENUE: 250 Parkside Drive, Dorchester

AGENDA

1. Call to Order
2. Roll Call
3. Discussion and possible action on offering Wisconsin Retirement System to Village Employees.
4. Discussion and possible action on payroll policies.
 - a. Requiring submission of timesheets from all employees for payroll and tracking purposes.
 - b. Requiring employees with accrued comp time to utilize comp time before using Vacation or PTO time.
 - c. Permission to contract with an Employment Law Attorney to ensure payroll polices follow FLSA and Wisconsin Employment Laws, particularly in regards to how over-time shall be calculated or banked for Village Employees in accordance to new over-time calculation laws.
5. Discussion and possible action on Employee Handbook Changes.
 - a. Removal of verbiage pertaining to probation periods.
 - b. Addition of Wisconsin Fair Employment Act (WFEA) verbiage.
 - c. Clarification and possible changes in policy specifically related to calculating actual hours worked for Village Employees.
 - d. Clarification and possible changes in policy specifically related to awarding of earned vacation time.
 - e. Change of verbiage in regards to Police Chief clothing allowance.
6. Discussion and possible action on the responsibility of establishing working hours for employees in accordance with the Employee Handbook.
7. Discussion and possible action on 2021 Budget.
8. Ending payroll "services" for Park Corporation and Cemetery employees.
9. 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