

**Village of Spring Valley  
Personnel Committee  
May 12, 2025**

**Call to Order:**

**Members Present:** Erickson, Jorgenson, Pelz

**Members Absent:**

**Others Present:**

**Approval of Agenda: Motion (Jorgenson/Erickson) to approve agenda as presented. Carried**

**Agenda items:**

1. Continued review of Employee Handbook.
  - a. Add policy on Cell Phone Usage: several examples from other municipalities were reviewed, Village of Webster seems workable for us. Luann will format and forward to Personnel Committee members for review before a final version is presented to Board.
  - b. P. 13 Leave of Absence: We may want to replace with FMLA policy and verbiage. Brad will send examples to Luann.
  - c. P. 13 Clothing: Police Officer budget needs to be increased to include boot allowance.
  - d. Motion (Erickson/Jorgenson) to approve any employee who is using their personal cell phone for work, as determined to be a needed device, shall receive \$25 monthly stipend. Carried. Goes to agenda for full Board approval
  - e. Emerson will check with public library to determine what "Emergency Leave" means.
  - f. Resignation of Exempt/key employees – 30-day notice. Emerson will check with other municipalities and format for review based on those examples.
  - g. Miscellaneous items to identify and put on next agenda: Find someone who can do hearing tests annually for employees. Does WWH have an Occupational Health program? Does Medica give any reduction of premiums for physicals, wellness, etc? Start looking at health insurance for December 1<sup>st</sup> – State health plan? Emerson will check with other municipalities on their wellness programs and if they offer workout time for their employees. Department heads will be given the manual to review for possible further updates or clarification.
2. Wages and step/grade scales: the examples were reviewed but nothing was decided. Standardized wages will be discussed at a future meeting.

Next meeting schedule for Monday June 16, 2025 at 5:00 p.m.

**Motion to adjourn**

Respectfully submitted

Luann Emerson, Administrator