

**Village of Spring Valley
Personnel Committee
September 13, 2022**

Call to Order: O'Connell called the meeting to order at 4:30 p.m. at the Village Hall.

Members Present: O'Connell, Erickson, Jorgenson

Members Absent:

Others Present: Clerk Emerson

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

Agenda items:

- 1.** Employee reviews were discussed. Currently the Clerk reviews Office Assistant and PW Lead will start reviewing the Public Works Assistants. Personnel committee will review Clerk, PW Lead, Full Timer Police Officer. Several form examples were presented; the form currently being used by clerk will also be used for remaining reviews. Officer Lilly 4:15 p.m. September 26, PW Lead Kirby 4:45 p.m. September 26 to include input from PW Committee Chair Vorlicek, Clerk Emerson 4:30 p.m. September 27.
- 2.** The changes to Employee Handbook as discussed in full board closed session were reviewed. An edited version of the handbook was presented with the changes noted in red. The changes include moving from vacation/sick time to PTO, probation period from 6 months to 90 days, stipend for on-call during the week for Public Works full time employees, use of timeclocks, vesting, mileage reimbursement rate, and other miscellaneous clarifications. After approval by the committee, clerk will write up the individual sections for full board approval at the October 11, 2022 meeting.
- 3.** Other year end planning included a discussion on cost-of-living increases; federal cost-of-living increase for 2023 Social Security is 5.9%. Clerk will do a wage and benefit projection for the September 26 and 27 reviews.

Clerk left the meeting so Personnel Committee members could discuss and complete the review forms for each of the three individuals who will be reviewed.

Meeting adjourned 5:53 p.m.

Respectfully submitted

Luann Emerson, Clerk