

**Village of Spring Valley  
Personnel Committee  
February 26, 2024**

**Call to Order:** Erickson called the meeting to order at 5:04 p.m. at the Village Hall.

**Members Present:** Erickson, Jorgenson, T. Koch

**Members Absent:**

**Others Present:** Administrator Emerson

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

**Agenda items:**

1. Employee handbook was handed out previously to begin reviewing the entire document. Recommendations to full Board:
  - Part-Time Hourly page 11: Part time employees being called in for emergency work will be paid an “on-call” rate of 1 ½ x their regular rate. This includes but is not limited to Public Works snow removal, water main break, Office election emergency, etc.
  - Hiring page 3: remove residency preferred statement. Remove residency limitation of 5-10 mile statement.
  - Payment of Wages page 9: remove Board pay of \$1000 + \$15/meeting and \$1500 + \$15/meeting. Replace with “Beginning with Annual Meeting in April 2024 and April 2025 depending on election year, Village Board Trustees will be paid \$3000 and Village President will be paid \$6000. Board pay to be made via direct deposit, quarterly, at pay period closest to end of quarter. President and Trustees are allowed to miss 3 meetings per service year; each additional meeting missed will be a dock in pay of \$15.00. All scheduled meetings, whether monthly Board, Special Board, committee, quarterly ES, nursing home, etc. will be used in this calculation.
  - Funeral Leave page 12: Change (3) paid funeral leave to (5) for the following: spouses or domestic partners, parent, in-laws, legal guardians (including an adoptive parent), siblings, children including a step, adopted, or foster child, grandparents and great-grandparents. Three (3) paid funeral leave days will be allowed for aunts, uncles, cousins, nieces, nephews.
2. Other:
  - a. Effective immediately Administrator will give a new copy or section of Employee Handbook to all employees when changes are made.
  - b. Admin will begin looking into Board emails distinctive to the Village, eventually eliminating personal emails.

**Motion (Jorgenson/Koch) to adjourn 5:41 p.m. Carried.**

Respectfully submitted

Luann Emerson, Administrator