

VILLAGE OF MCFARLAND
Personnel Committee Minutes

Monday, March 2, 2020 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

President Brad Czebotar called the regular meeting of the Personnel Committee to order at 6:30 PM in Conference Room A.

Members present: Brad Czebotar, Steve Kilpatrick, Peter Morehouse, Chris Spanos

Members not present: Trish Howen, Ken Machtan, Clair Utter

Staff Present: Village Administrator Schuenke and Village Clerk/Treasurer Cassandra Suettinger.

2. PUBLIC APPEARANCES.

None.

3. APPROVAL OF MINUTES.

- a. Discussion and action regarding minutes of the regular meeting held on February 3, 2020.

Motion by President Brad Czebotar, second by Chris Spanos, to approve the minutes of the regular meeting held on February 3, 2020 as amended. Motion carries by unanimous consent.

4. BUSINESS.

- a. Discussion and action to make a recommendation to the Village Board to revise Chapter 7 (Holidays) within the Compensation and Benefits Manual, and Chapter 16 (Compensation) within the Personnel Policy Manual regarding on-call pay.

Village Administrator Schuenke provided an overview of the drafted revisions to Chapter 7 of the Compensation and Benefits Manual and Chapter 16 of the Personnel Policy Manual.

Motion by President Czebotar, second by Chris Spanos, to the Village Board to revise Chapter 7 (Holidays) within the Compensation and Benefits Manual, and Chapter 16 (Compensation) within the Personnel Policy Manual regarding on-call pay with the revisions made by the Committee. Motion carries 4 - 0 - 0 by acclamation.

- b. Discussion and action to make a recommendation to the Village Board to conduct maintenance to the pay plan for all Village positions according to Section 3.05(2). Village Administrator Schuenke provided an overview of the recommendation to conduct maintenance to the pay plan for all Village positions according to section 3.05(2). He provided two options for adjusting positions. He reported 5 out of the 12 positions studied fell out of their current ranges.

The Personnel Committee discussed the data, and felt it would be better to make a system wide adjustment for equity sake. President Czebotar recommended moving all positions up one grade. All employees whose wage falls below the minimum 88% step, would be brought up to the minimum effective the next pay period after Village Board approval. All employees who fall between grid points as a result of the move, would be moved up to the next highest grid point effective the last pay period of the year.

Motion by President Czebotar, discussion provided the second, to:

1. Adjust the pay ranges up one grid point for all positions,
2. Adjust any wages to the minimum that fall below as a result of the change effective the next pay period following Village Board approval.
3. Adjust the wages of the positions that fall in-between grid points to the next highest grid point effective the final pay period of 2020.

Motion carries 4 - 0 - 0.

5. SCHEDULE NEXT MEETING DATE.

- a. Monday, April 6, 2020 at 6:30 pm.

6. ADJOURNMENT.

Motion by Kilpatrick, second by Moorehouse, to adjourn at 7:40 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Cassandra Suettinger
Village Clerk/Treasurer