

VILLAGE OF MCLEAN

HR AND POLICE SAFETY COMMITTEE MEETING

FEBRUARY 5, 2024

President Hammel called the Special Meeting of the Board to order at 6:00PM. Loercher, VanDyke, Kirby, Wille all present. Gordon- absent. VIA ZOOM-Pam Page, Dani Ackerman. Also in attendance: Greg Rutheford.

Police/Safety-15 Minute Parking Signs

Page would like to see 1 spot in front of the village hall next to the handrail. Per Greg, the Village does already have signs. He can verify the times currently stated on the signs. Hammel questions if it will be a waste putting the signs up if we don't enforce. Committee recommends to place signs that the Village does have, but to not have an ordinance to enforce.

Human Resources-Employee Handbook

Page 1 "Remove without notice or cause"-per McGrath, do not remove this statement. Choosing to Request to change from "Committee" to "Committee Chair and President."

Page 3-Change "full time employee" to "public works". Do not change this. Police Chief-considered full time with minimum of 32 hours/week. Considered changing from 32 to 40 hours. Will not change as statute is different for police.

Page 9-"Overtime must be approved". Would like to add "unless it is an emergency". Village office hours stated as 8-12. Would like to change to "during regular established business hours."

Page 12- Under Overtime- Will add "comp-time or overtime". Choice given to the employee.

Page 13-Holiday pay-currently states 30-day probationary period before holiday pay become effective. Will change to reflect "effective from date of hire."

Page 17-Reimbursement for use of person vehicle- add "use of Village vehicle strongly encouraged". Would also like to add can cash out 2 weeks' worth of vacation.

"New Persona Leave/Life Leave" Full time employees-suggested to front employee 40 hours and part time employees 20 hours, to be used in 1-hour increments. Will need to be decided what it can be used for. Still more info to come from the state. Page will send all changes over to Jenny.

VanDyke-motion to adjourn meeting at 6:41PM. Kirby-2nd. All ayes, motion carried.

Respectfully submitted by,

Ashley Billington

Village Clerk

