

Employee Relations Committee Report

1/18/2023

Members Present – Ager, Gale, McCann

Staff Present – Edmondson

Public – Some Public via Zoom

Call to order at 3:30 p.m.

Public Comment: None

Review Personnel Policy – The committee looked at updating language in the policy. Trustee Gale had provided a copy in google docs for review and editing as necessary. Highlighted portions were reviewed for changes that had previously been identified. Additional items discussed; language regarding paternal leave, reimbursement amount for DPW employee uniforms, use of village owned work phones for personal usage and potential cyber security risks. Trustee Ager would look over the policy for proof reading so the committee may review next month.

Review Zoning Administrator Job Description – The ZA job description was provided and reviewed. Minor language updates were made to clarify duties regarding enforcement powers, meeting/hearing attendance, record maintenance. Additional items to be added pertaining to experience and it being a part-time, at will position. Trustee Gale would make the necessary edits and bring them back to committee for review.

Community Liaison Position – Trustee Ager would reach out to Ms. Edmondson to identify any needs for the new Community Liaison. Some additions to the job descriptions could include taking minutes and providing committee reports that could be reviewed by the chairperson. It will come back next month for review and go to the village council in March so the job can be posted.

Public Comment: none

Adjournment 4:05 p.m.

Respectfully submitted,

Chris McCann