Village of Spring Green

154 N. Lexington Street P.O. Box 158 Spring Green W\_i 53588-1058

Minutes of Personnel Committee Wednesday January 29, 2014

Held at Spring Green Village Office 154 N. Lexington Street

5:30 p.m.

1. Meeting called to order at 5:30 p.m. Personnel committee chairman Vern Demers. Trustee Norm Miller and trustee Robin Reid in attendance with chairman Vern Demers.
2. Appointed Vern Demers as minute taker.
3. Open and closed session read and approved. Approved by Robin Reid and second by Norm Miller.
4. Agenda reviewed and approved by Norm Miller and second by Robin Reid.
5. Robin Reid to work on putting together forms for employee time off as far as comp. time. We want a request form in advance and form when time off is taken. Time off approved by Department head when requested and village president. Time off can be determined by log kept by Department head.
6. Essential training to be authorized by Department head and village president in advance. Non-essential training to be authorized by village president in advance. All training to be authorized 2 months in advance by Department head and village president if possible. Training and time off one person at a time unless authorized in advance by village president per department. Department head and village president or appointed village trustee to be present at hiring of new employee. Mileage to be paid from village hall to destination. Overnight and expenses to be approved by village president in advance.
7. Need a log and cost of expenses for Plain police services before budget, our costs have gone up every year.
8. Need a log and cost of expenses for school liaison office, our costs have gone up every year.