

VILLAGE OF GRAFTON

FINANCE COMMITTEE MEETING MINUTES

MONDAY, FEBRUARY 4, 2013

Chair Jim Brunquell called the Finance Committee meeting to order at 5:43 p.m.

Finance Committee members present: Village President Jim Brunquell, Trustee Jim Grant, and Trustee Richard Rieck

Finance Committee members excused: Trustee Susan Meinecke

Staff present: Administrator Darrell Hofland, Director of Public Works Dave Murphy, Director of Utility Tom Krueger, and Administrative Assistant Katie Salatto

TRANSFER POLICY FOR VILLAGE EMPLOYEES WITH A DISABILITY

Village Administrator Darrell Hofland explained that the 7th District Circuit Court has now made it mandatory for employers to make job opportunities available for any employee who is subject to losing his/her job due to a disability. Mr. Hofland pointed out that if the employee can at least meet minimum requirements of another job, then the employer must allow that employee to transfer into it. He stated that the employer would not have to maintain the employee's current wage, but that the employer must at least accommodate them somewhere within the organization if there is a vacancy and the employee meets the minimum requirements. Mr. Hofland is recommended this provision be incorporate into the Personnel Handbook.

Motion by Trustee Grant seconded by Trustee Rieck to recommend the Village Board approve a Personnel Handbook amendment - Section 7.05.C. regarding transfer policy for Village employees with a disability. Approved unanimously.

RESIDENCY REQUIREMENT AND ON-CALL RESPONSE TIME FOR PUBLIC WORKS EMPLOYEES

Village Administrator Darrell Hofland stated that the Utility Department is now officially placed with the Department of Public Work. Mr. Hofland pointed out the residency requirement for Utility employees is currently more restrictive than for other Public Works employees. He is recommending that all Public Works employees be treated the same. With a possible increase in residency distance away from Grafton, it is also necessary to identify a maximum on-call response time for Utility employees.

Mr. Hofland explained that the residency requirement should be based on drive time as opposed to being based on a map with boundary points. He pointed out that an employee who lives by the freeway can travel faster. He stated that the criteria should be based on a 25-minute drive time and that anyone living outside the 25-minute radius would be grandfathered.

Mr. Hofland explained that Utility employees receive computer generated calls which might required a quick response. He pointed out that if an employee is on-call during the weekend, then that employee remain within a 30-minute radius in order to respond promptly to the call.

When an emergency response is needed, Director of Public Works Dave Murphy stated that the Utility employee who is closest and can respond to the call the fastest, will be called first. He also noted that the department is not required to schedule overtime equally for employees anymore as a result of Act 10.

The Finance Committee discussed the various ways employees are notified about on-call situations. Mr. Murphy explained that employees are called on their cell phones or home phones.

Director of Utility Tom Krueger pointed out that all names and phone numbers are programmed into a computer for weekends and holidays.

Trustee Grant questioned whether or not the Village provides cell phones to on-call employees. Mr. Krueger explained that there is a Village-furnished cell phone; however, most employees do not want to carry both their personal and the Village cell phone when they go out. Mr. Murphy pointed out that if an employee does not want to carry a cell phone, then they must be at home in order to receive calls.

Motion by Trustee Grant seconded by Trustee Rieck to recommend the Village Board approve amendments to the Personnel Handbook for Section 19.10.C. and D. regarding residency requirements for Public Work employees and Section 6.03 regarding the maximum response time for on-call Utility employees, be approved. Approved unanimously.

OLD BUSINESS

None.

NEW BUSINESS

None.

ADJOURN

Motion by Trustee Grant seconded by Trustee Rieck to adjourn at 5:53 p.m. Approved unanimously.