

# Village of Campbellsport

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Budget & Personnel Meeting  
Wednesday – July 29, 2015 – 6 pm  
Village Council Room, 177 East Main Street

## AGENDA

1. Call meeting to order
2. Notice given to Campbellsport News, National Exchange Bank, Library, and posted at Village Hall
3. Roll Call
4. Discussion on changing employees to salary based off FLSA guidelines (Federal Labor Standards Act) by the Department of Labor
5. Discussion on changes that are necessary to the handbook
  - We should not have a “probationary period” because we are Employees at-will
  - All employees are covered by the handbook. Any exceptions should be done as a separate contract but the contract still needs to state that the Employee is at-will.
  - We should not use “seniority” but should use “years of service”
  - The Village board needs to document and acknowledge all types of harassment. An employee does not need to say “stop” before a complaint is filed. Employers have an obligation to promptly and thoroughly investigate all harassment complaints.
  - It is the Village’s job to determine if time off is sick time or FMLA. (3 days are calendar days, not work days) FMLA and sick should run concurrently to avoid “stacking”.
  - Under FMLA, the employee is only responsible for their normal amount of health insurance.
  - HIPPA does not qualify in the employment setting.
  - Determining the Work Week = a fixed and recurring period of 168 hours (7 consecutive 24-hour periods) **The Village’s work week is Monday thru Sunday.**
  - Overtime calculations must be on a weekly basis regardless of the employer’s pay period.
  - Compensatory Time Off = Cap on accumulation of compensatory time is 240 hours (except 480 cap for police and fire)
6. Announcements/Correspondence
  - Set date for next budget meeting
7. Adjournment

Agenda items may not be taken up in the order listed - Discussion and action can or will be taken on the listed issues.