Special Council March 7, 2022

Present for this Special Council meeting was Mayor McKelvey, Mr. Spriggs, Mrs. Griffith, Ms. Kauffman, Mr. Hoffman, Mrs. Hostetler and Clerk Boyd. Absent: Mrs. Zerkle.

This meeting was to discuss Policy and Procedures and Benefits package for employees. Mayor McKelvey pointed out Section 2 of Ordinance 2000-01 and it states “The employee shall work a minimum of 40 hours per week, 80 hours per pay period and will be available for emergencies. No Overtime pay or compensatory time will be allowed.” She also pointed out in the policy and procedure manual Section 2:02 Overtime policy D and Section 2:03 Time Clock Policy and Procedures B stating Employees are required to clock out any time they leave the work site for any reason other than assigned work duties. Mayor McKelvey said the Street dept and Water dept works 7:00 AM – 3:00 PM Monday through Friday except water dept. supervisor works every other weekend 4 hours. Police Chief works Monday through Friday 8:00 am – 4:00 pm. No one takes lunch.

 Mr. Hoffman asked if all employees have professional, administrative or executive in accordance with Fair Labor Standards Act. The answer was yes all are professional/2 more employees under them. Fair Labor Board states it cannot be planned flex/comp time.

Mr. Hoffman asked how this was taken care of in the past? Mayor and council members said it is getting worse. He said but the Ordinance and policy and procedures were not followed? The answer was no. Clerk said the employees end the pay period on Thursday and they get paychecks Friday – so who will look at these? She said the supervisors should be responsible but we need to trust the supervisors.

Council and finance committee looked at comp or flex time last year and decided against it. However, it was given permission on emergency basis the Mayor can allow some flex time. i.e if the street department has been plowing since 300 AM then the supervisor can leave a little early as long as work is done and Mayor approves.

A MOTION was made by Mr. Hoffman seconded by Mr. Spriggs to follow the Policy and Procedures and Ordinance 2000-01 as written as understanding with Street Supervisor and Water/Sewer Superintendent working 7:00 AM – 3:00 PM (with 4 hours every other weekend for W/S Supervisor) and Chief of Police 8:00 AM – 4:00 PM as past practice. If personal or SL taken needs to follow as Policy and Procedure manual until revised by Council. Motion Carried. 5-0.

We need a committee to look at ordinance and policies to make revisions or not. Mr. Hoffman and Mrs. Griffith will be on this committee. They will meet Wednesday to discuss. Mayor McKelvey will meet with supervisors this week.

A MOTION was made by Mrs. Hostetler seconded by Mr. Hoffman to adjourn at 7:48 PM. Motion Carried.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk/Treasurer Cindee M. Boyd Mayor Jill C. McKelvey