

## **ADMINISTRATIVE PROCESS**

**6:00, MARCH 12, 2019**

**Members present: Corey Spackey VA, Mike Henwood Mayor, Deborah Wolfe chair, Toni Harper, Sue Henwood, Lydia Coakley, Administrative Assistant, guest**

### **NEW BUSINESS:**

- 1. The village instituted 480 probationary hours of training and monitoring for all new employees. The seasonal employees would be exempt from this probationary period.**
- 2. The Village Administrator would like to change the longevity of this training period. It was agreed that the probationary period should be shortened to 60 - 90 work days. The exception to the length of probation would possibly change for the sewer and water personal. This would change if they were called in to work on holidays. Then the holidays would be counted as “work days” for their probationary period.**
- 3. A discussion ensued as to how to attract quality new employees, since the Village does not offer benefits, and pays on the average of \$10 lower than surrounding employers. Since the Bremen Chamber of Commerce offers insurance to members, it was suggested that the Village contact Eugene Eusaino, their insurance agent for the Chamber. This inquiry would be extended to Mr. Eusaino, to see if the Village could have our seven employees be part of their insurance coverage. This will be done before our next April Council meeting.**
- 4. Currently, the employees are required to clock in daily. They also are required to track their daily hours for different jobs that they complete during the day. The Village Administrator would like all employees, including the employees at the pool, to eventually clock in and track their daily work schedule, using different assigned work codes on the computer. Of course, this would be implemented slowly, because of asses to computers, and or, getting computers for different departments.**

**5. To make work records easier to track, from now on, employees will not respond to a residence request, until a work order has been issued. In this way, there will be a work history to follow and track.**

**6. The Village Administrator recommended that the Administrative Process Committee does not need to meet every other month. In the future, the committee will only meet as needed.**

**Adjourn at 6:35**

**Deborah Wolfe, chair**