

## **Administration Process**

Bremen Village Office

Attendees:

Date: 06-8-22

Attendees: Anthony Taylor, Savannah Westenbarger, Nakia Bailor

**Call for order @ 1701**

**Last meeting Feb. 2022**

**Old Business:** Village administrator position remains open

Lifeguard positions- hourly wage raised to \$11 per hour last month via council. Pool is sufficiently staffed at this time.

**New business:** Employee raises.

- Currently employees have the opportunity for up to 3% performance-based raise annually. With the current job market and cost of living increase in the past 12 months, an additional raise was suggested as was discussed in finance committee.
- Bureau of Labor Statistics report CPI increase of 8.3% from April 2021-April 2022
- This committee suggests an additional one time 3.5% cost of living raise across the board and will take to finance committee.
- Initiation of Longevity Program proposed 5yr/service \$250, 10yr/service \$500, 15 yr/service \$1000, 20yr service \$1500, 25 yr/service \$2000, 30 yr/service \$2500 – will also be brought to finance committee.
- Discussed increase to maximum pay for village employee positions in ordinance 2020-13. This was also discussed in finance committee last month. This committee agrees with proposed change and will take to council for approval.
- Employee handbook reviewed for error and discrepancy sections A-J. Several areas for correction have been identified and will present to council for approval.
- On call compensation discussed. Currently we have no issues covering village after hours and weekend needs with current practice. No change needed at this time.

**Meeting adjourned @ 17:48**