

Village of Pinckney
Personnel Committee
Wednesday, November 15, 2023, 5:00 pm
Minutes

The Personnel Committee met in the Conference Room at Village Hall.

Present were J. Chapman, S. Conquest, T. Kinczkowski, L. Lavey

Agenda:

- 1) Accountant/Treasurer position review
 - 2) Personnel Manual update
 - 3) ZA position review
 - 4) Employee benefits review
 - 5) Boot allowance
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1. Proposed job posting for the accountant/treasurer position was reviewed. Title change to Finance Manager/Treasurer. Text was deemed appropriate. Lavey will post to website, MGFOA site, other job sites as deemed appropriate.
 2. Proposed updates to the Personnel Manual were discussed. The current manual is confusing, redundant, and excessive. It could be better. Lavey has been reviewing personnel manuals of similar Villages and offered several as examples. Committee agreed the Personnel Manual could be improved. Lavey to continue the review and report back to the Committee.
 3. ZA position – Characteristics of the ZA position were discussed briefly, as to whether this position should be given additional duties, moved to more hours, or stay the same. More information was needed for this one as well, so no recommendation is made at this time.
 4. Employee Benefits Review. In reviewing other personnel manuals, several items were evident as offered elsewhere, and modest additional benefits may make the Village more competitive in hiring and retention.
 - a. One addition discussed was provision for Maternity/Paternity leave. The State of Michigan gives 12 weeks paid leave, also UM. Village has < 50 employees and so is exempt, but it is a benefit that could make the Village more competitive for hiring. Committee recommends amending the Manual to include six (6) weeks paid maternity leave. Paternity leave can be up to six (6) weeks, as approved by the employee's supervisor.
 - b. A second benefit brought for consideration is a Longevity award. The Committee discussed whether this would be time off or salary supplement. More information is needed on what kind of budget impact this may have. Lavey will look for more information for the Committee to consider at the next meeting.
 5. Boot allowance. The Committee had been asked to review the amount of the DPW boot allowance. The Committee concluded that it should stand at the current \$300/year.

Adjourned: ~6:15 pm

Respectfully submitted by L. Lavey