

**SPECIAL TOWN BOARD MEETING FOR WATERFORD
APPROVED/OFFICIAL MINUTES FOR AUGUST 13, 2012
4:50 PM AT THE TOWN HALL**

Special Town Board meeting was called to order at 4:50 PM by Chairman Langmesser. Present: Supervisors Gauerke, Szeklinski, Jeschke Hincz and Atty. Dubis.

- Recording secretary did not have a copy of the proposed handbook to reference for the meeting. Supervisor Jeschke stated she had issues with the wording dealing with “Progressive Discipline” and she feels should be addressed as a group. Gauerke read the policy as some board members did not have their copy of the handbook. Atty. Dubis stated there were two main concerns with the handbook not having to do with the “Progressive Discipline” that progressive discipline is a policy decision and has no comment on that. Dubis stated he feels the handbook should be renewed each year (employee review and sign acknowledgement). Dubis also stated that the handbook essentially applies to non-union employees only. Gauerke stated that they plan to modify to include full-time appointed officials. Discussion took place on what employees the handbook would cover since the Police Department was still working with a Union. Szeklinski stated he feels it should cover all employees including the Police Chief who is not union, Sharie Gauerke, and full-time public officials. Jeschke stated it could potentially cover the Police Department in the future. Board members agreed that full-time public officials should be included in the contract. Szeklinski brought up the progressive discipline again. Langmesser stated he feels it is necessary to have the “with or without cause” clause because it is so difficult to terminate a bad employee. Jeschke stated that she feels you should have to collect evidence and build a case against an employee to terminate, not make it possible that a whim of a new board member could terminate an employee if they decide they do not like the person. She stated the Town has good employees and doesn’t need a clause like that. Gauerke stated that termination would be a majority vote by Town Board members, so termination could not be done by just one member. Chairman Langmesser motioned to leave the “with or without cause” clause in, seconded by Szeklinski. Vote taken: 4 in favor, 1 opposed (Jeschke). Motion carried. Gauerke stated he wanted to bring to the Board’s attention some changes that may have been made since July 25th. One item was time frame for employees to review and voicing concerns. Langmesser stated handbook should be given to the employees and each department will designate a spokesperson who will compile concerns and submit to the Board one week prior to the meeting when the handbook is discussed again. Hincz stated that he met briefly with Hincz and he added a sentence to the overtime guidelines. Hincz read the sentence he added “Due to the needs of the Town of Waterford citizens work hours and time off between shifts may vary.” Gauerke stated it was already stated under “Work Schedules”. Hincz stated it was more clarified further in the contract and that if the wording is intended to limit pay versus the job, it is two different things. Further discussion took place on “Overtime”. Hincz stated the sentence that stated “an employee is not allowed to drive or operate equipment more 12 hours without 8 hours off in between shifts” should be taken out since it is not about overtime. All agreed. After discussion took place on “Legal Holidays” and “Personal Holidays”, it was agreed to be a total of 11 days. 8 ½ Legal Holidays and 20 hours Personal Holidays to make a total of 11 days. “Compensatory Time” After discussion, consensus was to be able to accrue up to 80 hours of compensatory time in a calendar year to be used up by June 1st of the following year. Corrections are to be made and proof read by Attorney Dubis and then a meeting will be scheduled. Employees are to be given two weeks to review and submit comments.
- Supervisor Szeklinski motioned to adjourn the meeting at 5:26 PM, seconded by Supervisor Jeschke. All in favor. Motion carried.

Respectfully submitted,

Heather Stratton, Deputy Clerk