

TOWN BOARD MEETING NOTICE

SPECIAL TOWN BOARD MEETING FOR WATERFORD
APPROVED/OFFICIAL MINUTES FOR NOVEMBER 12, 2012 5:00 PM
TOWN HALL

There will be a Special Meeting of the Waterford Town Board on November 12, 2012, at the Town Hall, 415 N. Milwaukee St., Waterford, Wisconsin, at 5:00 PM, for the following purpose:

- Employee Handbook- Chairman Langmesser noted that the board has been discussing this matter for quite some time and has been revised several times. Supervisor Gauerke handed to each board member a copy of the original handbook that was highlighted in yellow all the changes and deletions made since the beginning. Supervisor Gauerke stated that he was not favor of the revised handbook. Supervisor Hincz motioned to approve the revised handbook as presented with the following changes/additions: 1. Info regarding technology resources; 2. To include the following from page 19 of the revised handbook **“and for any time worked on Saturdays, Sundays and holidays”**; 3. To include the highlighted (top part) portion of original page 22 **“The town board determines the work schedule for each department and employee. Staffing needs and operational demands may necessitate variations of starting and ending times, as well as variations if the total hours that may be scheduled each day and week”**; 4. Page 14 of revised handbook under Personal Holidays: Employees are eligible for 20 hours of personal holiday leave which may be taken at any time within the calendar year earned, **could include the day after Thanksgiving...**, seconded by Supervisor Szeklinski. All in favor. Motion carried.
- Open-Closed-Open- After calling the meeting to order in open session, the Town Board will then go into closed session, pursuant to Wisconsin Statute 19.85 (1) (c) to discuss and consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility personnel issues. After completion of the closed session, the Board will re-convene in open session to consider and potentially act upon the matters before them-
- 5:20 pm- Supervisor Szeklinski motioned to move into close session, seconded by Supervisor Gauerke. All in favor. Motion carried.
- 5:25 pm- Supervisor Gauerke motioned to move into open session, seconded by Supervisor Szeklinski. All in favor. Motion carried. Chairman Langmesser motioned to approve hiring part-timers Rachel Brehm and Brad Spiegelhoff not to exceed 600 hours, seconded by Supervisor Szeklinski. All in favor. Motion carried.
- Adjournment – Supervisor Jeschke motioned to adjourn the meeting at 5:28 pm, seconded by Supervisor Szeklinski. All in favor. Motion carried.

Respectfully submitted,

Tina Mayer, Town Clerk