

Administration Process Meeting Minutes 2-12-25

Village Office 5:50

Attendees: Billy R, Janet S, Nakia B

Called to order @17:17

Reviewed pool and shelter rental forms for accuracy for 2025.

Reviewed seasonal position applications the village has received thus far.

Discussed handbook vacation policy section 9.7.

Employees hired after May 11, 2020, receive vacation days on work anniversary as follows:

- 1-5 years – 5 workdays off until
- 6-10 years 10 workdays off
- After 10 years – 15 workdays off

Employees hired prior to May 11, 2020, receive vacation days January 1<sup>st</sup> each year as follows:

- 1-15 years 10 days off
- 15 years- then 15 days off.

This committee will proceed to ask the council at the next meeting if we can grant employees hired **prior** to May 11, 2020, 15 working days at **10 years** like newer hires receive to make this fair to all employees.

Meeting adjourned @ 18:02