

## Minutes of Special Executive Committee

Friday, October 19, 2018

@ WDB Office 401 Technology Drive East, Suite 400, Menomonie, WI

### Minutes

Present: Kevin Larson, Colleen Bates, Steve Osero and by conference call: Betty Laskowski, Alison Page

Staff: Jon Menz and Toni Oas Other: Bambi Penning

**1. Call to Order/Roll call**

The meeting was called to order.

**2. Review Policy Updates- discussion/possible action**

a. Personnel Policies Update

Menz reviewed proposed updates and changes to the Personnel Policies which included changes to sick leave retroactive to September 2017 be paid out at 104 hours per year based on fulltime; or 4 hours per pay period and the accrual method. It was the intent to mirror WRI sick leave policy dated 1-1-1990 when this policy was approved. Also noting the addition to E. Time Off from Work 1. Holidays adding New Year's Day as intended effective 9.15.2017. And Meal Allowance while traveling removing the sentence that states all meal reimbursement must be accompanied by receipts. There was some discussion.

Committee Action:

Motion by Bates, 2<sup>nd</sup> by Osero to accept policy updates as presented of the HR Personnel Polices and to make the sick time (4hours per pay period up to 104 hours from 56 hours and unused sick time can be carried over and accumulated up to a maximum of 60 days (480 hours) Conversion upon termination, employees shall be paid 25% of their unused sick leave time accrued to the last day worked. Payment made with first full payroll following January 1<sup>st</sup> of the following year; retroactive to September 15, 2017 as was the intent to mirror prior WDB sick leave effective 1-1-1990. Motion approved.

**3. Adjournment**

With no further business, the meeting was adjourned.