

RECORD OF PROCEEDINGS

Minutes of Employee Benefits Committee

Meeting

GRAPHIC VILLAGE - CINCINNATI, OH

Form 6101

Held November 16th, 2023



EMPLOYEE BENEFITS COMMITTEE Village of West Jefferson Council MINUTES

November 16th, 2023

CALL TO ORDER

Chairperson Richard King called the Employee Benefits Committee Meeting to Order at 5:00 P.M.

ROLL CALL

Council Members: Richard King, Jennifer Warner, Howard Wade

Quorum Declare: 3 present, 0 absent.

Also attending were: Mayor, Ray Martin; Council Member, Mike Conway; Council Member, Linda Hall; Director of Finance, Rebecca Shipley-Arnott, Assistant Director of Finance & Human Resources Manager, Jackie Tiberio; Clerk of Council, Tisha Edwards.

APPROVAL OF AGENDA AND MINUTES:

Motion to Adopt the Agenda – The Mayor asked to strike the 2nd item off of the Agenda, Awarding Prior Public Service for vacation equivalent to pay step increases prior to adopting the agenda.

Motion to strike the item moved by Jennifer Warner and seconded by Howard Wade.

·All in Favor

Motion to Adopt the Agenda moved by Jennifer Warner and seconded by Howard Wade.

·All in Favor

Motion to Approve the Minutes of the September 5th, 2023 moved by Howard Wade and seconded by Jennifer Warner.

·All in Favor

OLD BUSINESS: None

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Minutes of _____

Meeting _____

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Held _____

NEW BUSINESS:

A. Budget Workshop/Employee Benefit Changes

Jackie Tiberio spoke in regard to the discussion of giving employees a personal day in lieu of Juneteenth, which is a federal holiday. Effective on January 1 of each year, an employee who is hired as full time and is regularly scheduled with 2080 hours will receive 40 hours of personal time each year. An employee that is hired as full-time and is regularly scheduled with 1664 hours annually will receive 32 hours of personal time each year. An employee hired as part-time will receive personal leave of 24 hours when they have worked 1040 hours in a calendar year.

Council member Mike Conway asked, does it still state in our employee handbook that employees cannot take personal days off on holidays so they are not "double-dipping"? Jackie stated that it does show that.

Council member Jennifer Warner asked if it could be documented in the handbook or somewhere that employees are being given this day in place of Juneteenth so that an employee does not come back in a few years and state they want Juneteenth off, not realizing that they were given a personal day instead to use at their discretion. Jackie stated they were not sure they could put that in the employee book, but they could show on the Holiday dates where June 19th is, a personal day is given in lieu.

Motion to recommend to Council by Jennifer Warner and seconded by Howard Wade.

ADJOURN

Motion to Adjourn by Chairperson Richard King at 5:08pm. Motion moved by Jennifer Warner and seconded by Howard Wade.

All in favor.

 12/4/23

Tisha Edward Date
Clerk of Council

 12-4-23

Richard King Date
Chairperson