

MINUTES
EMPLOYEE REVIEW COMMITTEE MEETING
APRIL 4, 2019
12:00 PM (NOON)

1. Call Meeting to Order

Meeting called to order at 12:00 PM (NOON)

2. Roll Call

Members present: Rose Oliveto and Dan Von Feldt

Members absent: Bob Schmidt

Also present: Clerk Dave Kurihara and Administrative Assistant Courtney Sheckler

3. Minutes

Motion by Dan, second by Rose to approve the minutes of 5/07/2018. Motion carried.

4. Employee Handbook Changes

Reviewed and discussed proposed employee handbook amendments outlined in memo.

The following minor revisions were made:

- Page 3-Delete-only and: "~~These guidelines only and may be...~~"
- Page8-Add to last sentence in 1st paragraph: "~~and may be terminated during this period of at-will.~~"
- Page 9-Delete-and less than 40 hours per pay period: ~~Part-Time-An employee who holds a position which is regularly scheduled for less than 1352 hours per year and less than 40 hours per pay period.~~
- Page 13-Replace should with will: "Employees who sustain work-related injuries or illnesses ~~should-will~~ inform their supervisor immediately..."

Motion by Dan, second by Rose to recommend Council approve proposed amended Employee Handbook including above revisions. Motion carried.

5. Adjourn

Motion by Dan, second by Rose to adjourn meeting at 1:00 P.M. Motion carried.

David Kurihara, City Clerk