

*This meeting was cancelled due to scheduling conflicts*

**HR MEETING**  
**8/25/11 @ 7:00 am @ Village Hall**

Present: Koons, Wolfe, Romanowski

- Received letter from Medical Mutual re: Agent of Record (distribute copies)
- Memos regarding insurance agent and Form Fire timeline to employees on 8/25 (distribute copies)
- Renewal of insurance, unsure how to handle Rank. Spoke to Gallagher Benefit Services, they are willing to be the go-between. Also spoke to Solicitor Ondrey. He is checking with a colleague on the best way to handle this and will get back to me.
- Renewal/Waiver, Holt. Holt is part-time but working close to 40 hours a week. Does he have to sign a waiver for insurance? Discussed with **Mayor** (on 8/23) who brought up Holt's agreement with the Village that he knows he's not full time for benefit purposes. Does Ted have to sign the Form Fire waiver or not because of "agreement". **Matt Carrier** at GBS (on 8/24) said all eligible employees (who work over 25 hours/week) are to fill out Form Fire or sign waiver. However, he will check with his legal department about the "agreement" and find out if that qualifies for him to not have to sign that form.
- Spoke to David Ondrey about employee handbook and its need to be updated. Reviewed the over 25 hours/week where book indicates over 32. State law trumps Village rule. Solicitor Ondrey will contact Matt Carrier to find out where that state rule is posted to verify.
- On 8/24, spoke to Matt Carrier also on employee handbook and the need to get it updated. Matt said he could get us copies of other handbooks to use as a guide and we can put ours together. When complete, GBS will review it and check to make sure it is in compliance (no cost to SRV). Then they have attorney contacts that do this for a living, and they could check it over to make sure we are legally in compliance. This would be at a cost, but it shouldn't be too much because it would just be a review after GBS and they would sign off on its legality.
- Handbook used as a resource but is out of date and doesn't include some necessary information. Initial items to discuss: PD holiday hours, address comp time officially, clarity on vacation/sick days (whole day vs. hours, etc.)
- Job description status
- 9/8/11 GBS Benefits Trends Summit