

From: **Ruth Cavanagh** <rcavanagh@southrussell.com>

Date: Mon, Jul 24, 2023 at 4:07 PM

Subject: HR Minutes 7/24/23

To: Chris Berger <cberger@southrussell.com>, William Koons <mayor@southrussell.com>, Danielle Romanowski <fiscalofficer@southrussell.com>, Michael Rizzo <policechief@southrussell.com>, Street Commissioner <streets@southrussell.com>, Ruth Cavanagh <rcavanagh@southrussell.com>

A scheduled, sunshined meeting of Human Resources committee met at 9am on 7/24/23.
Present: Ruth Cavanagh, Bill Koons, Chris Berger, Jerry Canton, Danielle Romanowski, Jim Budzik of Mansour Gavin.

Meeting called to order at 9am.

Issues discussed were overtime and FMLA.

Budzik described regular OT vs. premium OT (Double time), most municipalities use the basic standard of double time for Sunday work, except police departments with 24 hr scheduling.

Double time may be limited to the Big 3=Thanksgiving, Christmas & New Years. Suggestion to include Police Chief and Streets Commissioner at next meeting to hear their input. Example of 'observed' holiday vs. actual date of holiday (Christmas example).

Family Leave: Examples given by Jim Budzik included, a streets employee has surgery in December, unable to plow for 3 months. Current answer is use mutual aid? Or hire part timer. Budzik suggested Dept heads write up a continuity plan. Discussion regarding intermittent leave, example of Migraine.

Questions raised, if Dept head is absent, should next in line be paid stipend as acting Head? How long, several days, a week, etc. Looked at from worker viewpoint and Supervisor viewpoint.

Reiterated, need contingency plans for sub workers, in case of unforeseen happenings & necessary use of Family Leave time.

Next meeting on 8/3/23 @ 1pm

Meeting adjourned at 10:20am.

Respectfully submitted,
Ruth Cavanagh, Chair