

Personnel/Insurance Committee Meeting Minutes

From

05/01/2018

Where: Portage Township Office - 47240 Green Acres Road, Houghton, MI. 49931

When Convened: 4:10 P.M.

Who Present: Bill Bingham, John Ollila (Trustees) and Bruce Petersen (Supervisor)

Discussion Points:

- Discussed Staff wages and when they got raises. Recently, the DPW staff health insurance increases were picked up by the Twp. in lieu of individual hourly wage increases. Recommendations from the Committee to the Board are; the seasonal Cemetery workers, who receive very few benefits, were all given fifty cent per hour raise, the Water Clerk was given a fifty cent per hour raise, and both deputies will go to \$12.50/hr., all pending approval by the Board of Trustees at their next meeting in May.
- The Water Clerk accrued leave amounts were discussed. Currently, for vacation leave she is getting 5 hours per 160 hours or 2.5 hours per 80 hours worked; she should get 6 hours per 160 hours worked with no maximum accrued amount according to the latest Personnel Manual. For sick leave she currently gets 5 hours per 160 hours worked; she should get 4 hours per 160 hours worked or 2 hours per pay period according to her longevity with a accrued maximum of 40 (6 hour. days) being carried over.

Public Comment: None Present – No Comments

Adjournment: Bill moved for adjournment at 4:47 P.M.

Respectfully submitted:

Bruce Petersen
Township Supervisor