

VILLAGE OF BROOKLYN HEIGHTS

MINUTES OF A MEETING

Ordinance Committee Meeting

An Ordinance committee meeting of the Village of Brooklyn Heights was held on **April 16, 2019 at 6:30p.m.**, Councilwoman Jennifer Presot presiding

Present at roll call: Council Members Foote, Blados, Lasky, Presot, Walsh
Mayor: Procuk
Clerk/Treasurer: Frank
Law Director: Dowling

Mrs. Presot called the meeting together to talk about options for the policy concerning military leave. The topic was discussed at the last meeting and will now be discussed in further detail.

Mr. Frank said Jerry Dowling had sent an email saying the pay and healthcare are covered. The things needed to be addressed were vacation accrual, sick time accrual and seniority. Included is a thread giving recommendations for the military leave from Miss Betell to refer to. The procedure will be: council will come up with decisions, he'll send it to Jerry where he will draft a policy and we'll send it through legislation. Mr. Frank said Val was invited because of her knowledge and her opinion is valuable.

Mayor Procuk said the recommendations are from the law firm to be considered to avoid grievances.

Mr. Blados wondered if there was a difference in the policy for voluntary and called upon military leave. He said if someone keeps volunteering we're still paying him and giving him all the benefits.

Discussion followed about there should be a difference.

Mr. Foote agrees with the recommendations stating they seem fair and clear also saying it wasn't going to cost much and if it saves us from further grievances down the road with legal costs.

Mr. Frank said the military is paying him an amount and we are paying him the difference between what we normally pay him.

Val explained how vacation time is given on your anniversary date and it expires on December 31st. If you don't use them, vacation starts all over on January 1st. She said vacation doesn't accrue like sick time. Discussion about using and losing vacation time.

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Val clarified about not paying out vacation if you don't use it by December 31st. She also said the only department that can carry over 24hrs is the service department.

Mr. Frank confirmed his prognosis of the recommendations is safe.

Mrs. Presot agreed on the recommendation

Val explained what has been done so far:

 Paid him 176 hours

 At the end of April he will get paid \$500 per agreement

 On March 22nd it would be his 30 days and a hold was put on his health and dental insurance

 COBRA information was sent to his last known address

Discussion that confirmed Mr. Coyne was taken off the plan. Vacation was checked off.

Mr. Frank read the recommendation for sick leave saying it compared to vacation.

Mayor wanted Val to explain how our sick time reads about it accruing unlike vacation.

Val explained that every month 12 hours is added to your sick leave bank. Explaining that some people used it and some have it accumulated and when they leave one third of their banked sick time gets paid at their highest rate of pay. She also said in the next few years we are going to have some big bonus buys with the number of employees that are going out.

Mr. Walsh asked about the other two-thirds. Val explained that it doesn't get paid out, he would lose it. She did a work up and said the leave would be 6 months and would get 12 hours for each month.

Mayor Procuk explained if you were on a leave of absence and not getting paid, sick time would not accrue. He said this is what policy has to be made on whether you are going to give sick time as if he was getting paid or suspend it and let him grieve it out.

Mr. Lasky asked if we can only give him a portion of the sick time since we're only paying him \$500.

Mayor Procuk said \$500 is the number you'd have to figure what that was worth. A discussion on accruing and if it's worth it on \$500.

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Val referred to an employee who receives a prorated amount on the 30 hours she works. She wondered if we should put it under circumstances of being gone or on leave. Discussion about taking military leave again.

Discussion of the formula of getting the 12 hours sick time on 160 hours of work and in this case the \$500 makes it 14 hours of work for the month.

Mr. Foote said it's going to cost some money but you have to give sick leave when they're not here. Discussion on volunteering and called to duty and if two policies were possibly needed.

Mayor Procuk said it was simple if they wanted to leave it up to grievance there would be no sick time accrual while you are not working or make some kind of split.

Val explained police holidays.

Discussion about personal days and police holidays.

Val explained when he comes home he would have 2 weeks of vacation and 24 hours of personal time and if he can voluntarily go again and he doesn't use his holidays by November 30th, we have to pay for all that's left over.

Mr. Walsh said we either take the recommendation or try to split it or say no and let him grieve it.

Discussion on grieving and policy.

Mr. Frank thought it would be fair on whatever accrues on \$500 worth of time.

Mr. Foote thought you'd hate to give someone sick time when they aren't here.

Discussion on someone out on sick leave is accruing because they are getting paid. The discussion was that numbers don't lie and should be based on the hours putting in which would be what equals his \$500 (14 hours).

Mr. Foote asks for clarification if employee A and employee B accrue the same amount of sick time at the end of the month.

Val responded yes if they are putting in 160 hours for the month. Discussion of him being a full time employee.

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Mr. Walsh stated again the recommendation is a safe one. Mr. Walsh is questioned about paying the full amount. Mr. Walsh said we would be dealing with grievances if we didn't give him full payment or even if we split it.

Mr. Blados suggested leaving it the way it is and explain if you voluntarily leave you'll get a percentage of the time rather than full. Discussion on leave paying full or percentage.

Mr. Lasky said we were overcompensating someone when they are only bettering themselves and we weren't benefitting when they were volunteering. We're giving vacation and floating holidays, his opinion is to take away sick time.

Mr. Frank suggested prorating it and running it through Jerry and Miss Betell and getting an opinion.

Mrs. Presot reminded that at the last meeting with Chief Algeri, she said a couple who had tested were also in the service and to keep that in mind in case we end up with any of them as employees. Discussion followed.

Mr. Frank read the village seniority policy and Miss Betell's recommendation.

Mr. Walsh said seniority shouldn't be added on to.

Others were in agreement that if he was deployed it would be different but he volunteered for it and considered the amount of time spent on one person on this issue because it could potentially be more and we don't even know if he'd be coming back to this job.

Mr. Frank suggested putting seniority on hold.

Mr. Walsh said he wouldn't give more.

Val explained the fire department when taking a large amount of time doesn't accumulate seniority.

Mr. Walsh said that was their choice.

Mayor Procuk asked Val if longevity and seniority were the same thing and Val said yes. Mayor Procuk asked if council wanted to suspend his seniority by putting a freeze on it. Discussion followed.

Mayor Procuk clarifies accruing sick time doesn't cost anything and vacation is simple use it or lose it and the holidays are tough because that was given 10 years ago.

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Mr. Frank suggests not giving a percentage on sick time.

Mayor Procuk suggests you either suspend the sick time accrual and seniority after we've met the ORC obligation.

Mr. Lasky confirms suspending the seniority and sick time accrual with the mayor agreeing. Discussion followed with agreement.

Mr. Frank summarized vacation with the recommendation sick time accrual and seniority they are suspending in the policy. He's going to talk with Jerry Dowling about voluntary and involuntarily.

Mayor Procuk added that in the policy vacation not being paid out should be included in the policy. He also said we had a luxury in healthcare that we can stop someone when they leave and put them back on when they return.

Val said when the policy was written up it would be sent to his last known address.

If there is no further business to discuss this meeting is adjourned.



Jennifer Presot
Ordinance committee chair