

VILLAGE OF MANSFIELD

Hiring Committee – 10/13/21 at 5:00pm at Village Building | *Meeting called to order by Lucas Gilbert*

In Attendance

Present: Bob Henderson, Lucas Gilbert, Ron Konen, Todd Jones

Items of Business

DISCUSS PAY SCALE & EXPECTATIONS OF NEW FULL TIME EMPLOYEE

Jones suggested coming up with a pay range that would cover those who did not have a water license and those who did have one. Gilbert wanted it to be a requirement that a water license was obtained within two years and thought a contract stating this could be helpful. Henderson said this could guard against someone drawing unemployment if they didn't hold up their end of a contract. Gilbert wanted to hire this full time position to train and take over Bill Hardy's position and hire later for a second full time person. Jones wants to hire this position as an employee who may have an opportunity to move into a supervisor role, but if that person does not fit a supervisor role, then the second person needed would be hired for the supervisor. Discussion about part time workers, work around the village that needs to be done, and part time hourly wages. Jones threw out paying no less than \$23/hour and then pay more when the person passes the water test, with a supervisor making a couple of dollars more than the other worker. Jones said start at \$23/hr and make a range depending on qualifications, up to \$25/hr and then have incentive raises. Konen said if they have a water license there should be a bump by about \$3/hr. Jones asked if the person would get annual raises up to their two year contract mark, which Gilbert agreed there should be. He reiterated the need for annual reviews and for it to be done in a way that the employee has someone to appeal to if the employee disagrees. Gilbert said there is also a need for a review form. Jones said the new hire needs to have a physical and a drug screen required and a background check. Gilbert asked if marijuana would be allowed in a drug screen. Jones said current ordinance on file states it is not allowed. Jones also wants to require employees to complete a daily log of work done, kept in a calendar in the truck. There was discussion about weekend availability for snow and water. Jones said there is mention of overtime required in the Employee Handbook. Jones said employees need to stick to the Snow Plow Policy and not plowing businesses. Gilbert asked if the new person did not have a CDL license, would the Village pay for them to get it. He had no problem with Village paying for that, but Jones asked if the Village would pay for attempts at the water test. The person would not need a full CDL license. Gilbert offered that it be paid for once by the village and every time after by the employee if it was not passed. Jones asked if the person's cell phone use would be reimbursed because it's used for village business. Village pays \$35/mo for Hardy's phone, paid out quarterly. Gilbert would like to narrow down the 9 candidates to 3-5 and have a second round of interviews. Konen suggested for 2nd round to allow candidates to run a backhoe. Jones also said maybe they could do a tour of the facilities.

Committee agreed to table meeting until 6pm, as they were done speaking on the topics of the agenda and the first interview candidate was not in the building yet.

Gilbert moved, Jones seconded to move into closed session to conduct interviews. Roll call: ALL YES. Motion carried 4-0. Meeting moved to closed session.

Meeting returned from closed session.

AUDIENCE COMMENTS

None

Adjourn

ACTION: Gilbert moved, Henderson seconded to adjourn the meeting. Roll call: ALL YES. Motion carried 4-0. Meeting adjourned.