

BALDWIN TOWNSHIP WORKSHOP

August 31, 2010

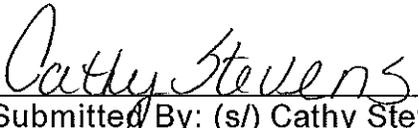
Present – Supervisors Larry Handshoe, Jeff Holm, Jim Oliver and Tom Rush. Supervisor Jay Swanson arrived at 7:08 p.m.

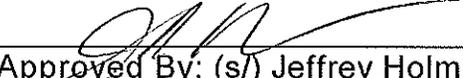
Call to Order – The August 31, 2010 Baldwin Township workshop was called to order by Chairman Jeff Holm at 6:06 pm,

Pledge of Allegiance – All present recited the Pledge of Allegiance.

Discuss Employee Handbook - The town board reviewed and made revisions to the un-adopted personnel policy. Discussion regarding at-will employment. Ciara Rush was present and offered some insights on vacation days, sick days, personal time off and holidays. She stated that the city template is a good guideline. She was wondering about FMLA and it was determined that no employees would qualify at this time. Discussion regarding computer use, cell phone use and signature page (for the employee to sign). Discussion regarding sexual harassment policies. The town board reviewed the following sections and made changes as determined by the board: "Selection Process", "Background Checks", "Training Period", "Job Descriptions", "Assigning and Scheduling Work", "Job Descriptions and Classifications", "Layoff", "Work Hours", "Core Hours", "Meal Breaks and Rest Periods", "Adverse Weather Conditions", "Compensation", "Paychecks", "Direct Deposit", "Time Reporting", "Overtime/Compensatory Time", "Non-Exempt (Overtime-Eligible Employees)", "Exempt (Non-Overtime Eligible) Employees", "Leave Policy for Exempt Employees", "Performance Reviews", "Health, Dental, Life Insurance", "Retirement", "Holidays", "Leaves", "Sick Leave", "Vacation Leave" and "Eligibility".

Adjourn – Handshoe/Swanson unanimous to adjourn at 8:00 p.m.


Submitted By: (s/) Cathy Stevens
Clerk/Treasurer
Baldwin Township


Approved By: (s/) Jeffrey Holm
Chairman, Board of Supervisors
Baldwin Township

Attendees: Ciara Rush, Chuck Nagle