

**VILLAGE OF SOUTH LEBANON
SPECIAL MEETING MINUTES**

APRIL 9, 2015

5:30 P.M.

1. Linda Allen - Present
Randall Atkins – Present
Jim Boerio – Present
Sue Johnson - Present
Steve Riley - Present
Jim Smith - Absent
2. Mayor Lawhorn opened the meeting at 5:30 p.m. stating it is for the purpose of a contract for Village Administrator, Jerry Haddix.
3. Mayor Lawhorn presented a Resolution authorizing the mayor and fiscal officer to enter into an agreement with Jerry Haddix for the position of village administrator and declaring an emergency.
4. Council member Allen made a motion to waive the reading rule and declare an emergency, seconded by Riley, all yeas. Mayor Lawhorn stated that the employment agreement is the same as Gary Vidmar had, and everything is the same except the salary. Bruce McGary said he thinks that is accurate. Bruce said he did change on page 2, he incorporated paragraph number 2.83 and cited the ordinance where council passed in 2013, authorizing the administrator to spend \$25,000 and was not in Gary's contract because it was done by separate ordinance. Bruce said all other benefits states they are the same as other village employees based on personnel policy manual. He said the difference is the telephone and car allowance. Bruce said the flex time provision is like Gary's and not under the policy manual. Bruce said the only other thing that is different is vacation. He read the provision of three weeks and accrue at the same rate as the policy provides. Jerry Haddix asked if the 120 hours is available immediately on Monday. Discussed the policy and the accrual. Discussion by council of manual verses the contract. Mayor Lawhorn recommended that he not get vacation until after probation period. Boerio said the contract should be changed to say he gets 120 hours of vacation at the end of his probation period. Mayor Lawhorn inserted that it should say, successful completion of probation time. Boerio said it may go on to say that this vacation must be used during the one year term of this agreement. Council discussed time the vacation should be used. Boerio said there seems to be a distinction between the 120 hours and accrued vacation. He said we are giving him 120 hours and then there is also accrued vacation time. He said there is also a provision for the employee to request payout of accrued vacation time and he asked Bruce if there is a difference between the 120 hours and the accrued vacation time. Bruce said yes and the purpose of the language about accruing, is that he is going to accrue vacation based on the village's personnel policy manual. Bruce said the 120 hours is based on

that first year. Fiscal Officer Louallen asked for clarification, you talk about the manual and accrual and you are bringing him in at three weeks and that is seven years out for our manual. She asked then how is it going to accrue when he is coming in at what the manual says takes seven years to get. Bruce asked Sharon what the manual says about completion of probation period and vacation time. Sharon stated at the end of probation period of six months one week of vacation is given and then on the one year anniversary a second week is given. She said it takes seven years to get to three. Allen stated she thinks council needs to stick to the manual. Sharon said since the contract is year to year, do you want to reference the manual or simply address vacation time each contract. She said you can't follow the manual in this situation, is her point. Bruce said this is something negotiated with Gary and council can make any changes they would like. Jerry Haddix asked if the village accepts prior service time from other government job and was told no. After discussion it was decided to follow the manual. Bruce said the contract will follow the manual with one week at six months and a second week at one year. Discussed what is allowed to carry over on vacation and Bruce said you can't deviate from the manual or it would be a finding by the auditor. Jerry asked about the flex time and was told he can only accrue 60 hours per year for afterhours meetings. Boerio stated that paragraph 2.06 refers to collateral employment. Boerio asked if Jerry is engaged in any collateral employment and Jerry said there will be no moonlighting and he discussed with Skip he has a volunteer event already scheduled with his current employer. Mayor Lawhorn said we don't stop volunteer stuff. Boerio said he just thinks if any employee is involved in collateral employment, council should know about it. Bruce said the way this is written, Jerry cannot act in collateral employment without written consent from the mayor.

5. A motion to adopt Resolution 2015-06 authorizing the contract with the amendment to the vacation time was made by Boerio, seconded by Riley, all yeas.
6. A motion to adjourn the meeting was made at 5:56 p.m. by Allen, seconded by Riley, all yeas.

Sharon Louallen, Fiscal Officer

Lionel Lawhorn, Mayor