

Personnel / Insurance Committee

Meeting Minutes

08/20/2020

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

When Convened: 10:30 A.M.

Who Present: Bill Bingham & John Ollila (Comm. Members), & Bill Fink & Bruce Petersen

Discussion Points:

- Discussed updating the Personnel Manual; Changes include: In Definitions → Seasonal Employees and Deputies (Clerk & Treasurer) were added. DPW Callout → Minimum of (2) hrs. overtime + any further hours used will be 1.5 X regular pay, Recording Work Hours → Hourly sheets/time cards will be submitted to Clerk by COB on Monday of each pay week, Safety → Confined space guidelines for lift stations and in hydrosphere, Materials and Electronic Resources and Supplies → an inventory sheet of parts used will be maintained for all the enterprise funds, Employee Benefits → Holiday hours included, Seasonal Employees get (3) paid holidays, Part-time Water Clerk accrues 6 hrs./month or (1) day of vacation per 96 hrs. worked and 2.4 hrs. of sick leave per 96 hrs. worked, added statement that the Township complies with Michigan's "Earned Sick Time Act", Seasonal Employees (Cemetery) → will have (4) personnel days and be paid at their regular rate for any portion of those days at season's end with no carry-over to the next season, Seasonal Employees will observe 3 holidays and how "rain days" will be handled, Hospitalization and Insurance → Contractual Employees (Assessor) can enroll in the Township's group health coverage plan if they choose to pay the premiums in totality, and Funeral Leave → all employees will get (3) consecutive days of bereavement time off.
- Modified some of the (12) Position Descriptions to bring them up to the present time. Hrs. worked, Co-Zoning Administrators, Deputy (Clerk & Treasurer) had some minor changes.
- **Public Comment:** None
- **Adjournment:** To Cemetery Committee Meeting 11:45 A.M.

Respectfully Submitted:

Bruce Petersen
Township Supervisor

