

Minutes of the Previous Meeting: (B)—reviewed

Motion to approve by Bill Kirchoff; 2nd by Rev. C. Coffey---**MSA**

Minutes of Email Vote Jan. 2016: (C)—reviewed

Motion to approve by Bill Kirchoff; 2nd by Ned Niemeyer---**MSA**

E4---**Board of Directors’ Resolution on Certain Employees/Director’s Authority to Act”** was presented

Motion to approve the document E4 presented by committee—2nd by Ned Niemeyer;

MCA

Lloyd Petersen off as Chair-----Bill Kirchoff nominated to serve as Chair

2nd by LaVonne Patterson ----**MCA**

Personnel: Employee Handbook Revisions needed re: overtime/compensation; pay and holidays

Changes presented-----

Overtime/Compensatory Time---page 3 of handbook

Salaried positions are not eligible for overtime pay, even when more than forty (40) hours have been worked in one week. Hourly employees are entitled to overtime pay at the rate of one-and-one-half times their usual hourly wage when more than forty (40) hours are worked within one week. **Overtime must be approved by employees’ supervisor.**

Compensatory time off may be earned by hourly employees. To use compensatory time, employees must fill out a compensatory time off form, have it signed by the Executive Director, and turn it in to the Bookkeeper.

Employee Pay—page 4 of handbook

Employees are paid every two weeks on Friday. Direct deposit is encouraged and you may enroll by filling out a form available from the Executive Director **or Bookkeeper**. MMDC is exempt from unemployment compensation; therefore all employees are ineligible for unemployment compensation.

Holidays—page 5 of handbook

Maundy Thursday; Good Friday; Memorial Day; Independence Day; Labor Day; Day before Thanksgiving; Thanksgiving; Friday after Thanksgiving; Plus two (2) floating holidays to be used in consultation with the Executive Director. Two (2) weeks shut-down during Christmas which includes Christmas Eve, Christmas Day and New Year’s Day.

Employee Benefits—page 5 of handbook

After a probationary period, a full time employee is entitled to **an insurance allowance amounting to \$2,400 annually and a cell phone allowance of \$240 annually prorated per pay period.** Benefits will continue during an extended leave of absence.

Motion to accept proposed changes from committee---2nd by Del Troutman-----**MCA**