

Personnel Committee Minutes

December 30, 2018 1PM

Packwaukee Town hall

Present: Linda Huggett, Vikki Trimble, Ro Klecz, Larry Haygood, Bill Lewis, Jim Barton

Discussion was had on how many people would be required to run the harvesting operations. It was decided that it would take 1 working supervisor, 1 mechanic, 2 cutters, 2 truck drivers, 2 harvester operators.

Seeing how we don't know all the repairs that are yet needed, Jim stated that we need to consider the time that will be spent on maintenance which will cut into our harvesting budget.

No CDL is required for any of the positions. Job requirements were discussed. Discussion about things workers could be doing on downtime such as cutting grass, making repairs to the structures on the District's property.

Larry and Linda will revamp the applications and job descriptions and bring them to the Board for review. Drug testing will be required if there is an accident and possibly upon employment. Background checks will be required on every employee even if they worked last year.

Dave has been working on the laptop by having someone resetting passwords so that it could be used for record keeping. Keeping track of harvesting activities will be very important this year. Each person will have activity sheet that will need to be completed and turned in daily.

The District will advertise on the website for the open positions. Everyone who worked last year is welcome to reapply for the 2019 open positions.

The crew will be working 32 hours a week with Friday being a rain day. Pay scale will be from \$13.00 - \$15.00 an hour. Supervisor & Mechanic's pay will be between \$15.00 - \$17.00 an hour. There was discussion on cross training to keep things as efficient as possible.

Direct deposition will be required by everyone

Meeting ended at 2:03PM