

ECLC Work Force Committee

Minutes

Oct 21, 2019

12:00 p.m.

Members Present

Jessica Crome-Board

Loren Fitzgerald -Member

Jessica Homolka -Member

Meghan Goding-Assistant Director

Roger Pearson, Consultant

Discussion

- Employee Handbook revisions:
 - Meghan and Loren will continue revising the handbook and report at the 10-30 meeting.
 - Jessica will request from the HR Round Table their suggestions for section headings that should be included in a final edition.
- Review of a possible end of year cash bonus for employees
 - Size of bonus pool: if based upon annual salary expenses of 9/30/19 financial report \$356,905
 - 1% = \$3,569
 - 2% = \$7,138
 - 3% = \$10,607
 - Projected cash as of 12/31 = \$30,210
 - Projected cash as of 6/30/2020 = \$23,118
 - Potential qualifying requirements to receive bonus?
 - Currently employed?
 - Full time (and or) part time?
 - Based on hours worked?
 - Attached to performance?
 - Jessica will request HR Round Table to provide recommendations/experiences with cash bonus payment systems for further committee review on 10/30 at 12:00 noon.
- Following development of cash bonus payout system and presentation to the board for decision the committee plans to investigate the components of a wage and salary administration program in order to make a recommendation to the board in February.

Next Meeting: Oct. 30 12:00 Noon