

Village of San Jose  
Closed Session Minutes  
October 19, 2015

Council entered into closed session at 8:04 pm per 5ILCS 120/2 (c) (2) (14) by motion from Allen and 2<sup>nd</sup> from Tibbs with all board members voting aye. Chief Cupi was asked to stay for the closed session to report on Suprunowski's pay.

Trustee Allen reported that maintenance employee McCormick has agreed to learn the water system from Water Superintendent Albers. Allen explained that McCormick would be working approximately 4-6 hours per week and that he would be encouraged to take the classes necessary to get his license through Illinois. Allen handed out a worksheet showing the possible wage raise that could be implemented for McCormick as a reflection of the employment change. Allen explained that "call-in" time would still be paid at the overtime rate of one and one half of the hourly rate. "Call-in" time was defined as any time personnel are called-in for an emergency outside of their normal working hours. The hours that McCormick works with and/or for Albers will not be considered "call-in" time. Allen stated that she recommends giving McCormick a three percent (3%) raise in base hourly rate immediately and have a performance evaluation done in ninety (90) days to consider another possible increase in base hourly rate. There was a discussion about paying McCormick retroactively for the work already performed during Albers' absence.

Recommendation:

Give B. McCormick a three percent (3%) raise immediately with an evaluation of performance in ninety (90) days and to pay McCormick retroactive pay for the hours already worked for Albers.

Allen reported that Albers has agreed to be placed as a salaried worker and works approximately fifteen (15) hours per week currently for which he gets a monthly pay of \$932.75 plus \$365 for paperwork. There was a discussion about what paperwork is done and if the \$365 needs to be paid separately from the salaried amount.

Recommendation:

Upon acceptance by Albers; Albers will receive a monthly salary of \$932.75 for daily hours worked plus \$365.00 for monthly paperwork generated.

Cupi explained that Suprunowski has worked for the village in the past and left in good standing. Cupi expressed her reasoning for asking that the probationary pay amount be waived and compensate Suprunowski at \$15.50 per hour. There was a discussion about the probationary period for performance still standing.

Recommendation:

Pay Officer Suprunowski \$15.50 per hour with a ninety (90) day probationary period and performance evaluation at the end of the probationary period, however; no raise will be afforded at the time of evaluation

Cupi was directed to continue the background check of Suprunowski with Delavan police department.

The board members reviewed the minutes from the August 17, 2015, September 8, 2015 and the October 15, 2015 closed session minutes. There was one typographical error found and fixed.

Recommendation:

Approve the closed session minutes dated August 17, 2015, September 8, 2015 & October 15, 2015 as written.

Due to no further need for confidential conversation the council exited closed session at 8:45 pm.