**Village of Iola Personnel Committee Meeting**

**April 16, 2024, held at 5:00 PM in the**

**Village of Iola Community Room**

Meeting called to order at 5:00 PM by Chairman Rassmussen. The opening statement was read by J. Rassmussen.

Roll Call. Committee members present: Jim Rasmussen, Dave Harper, Alan Bauer.

Missy Fenn, Village of Iola Deputy Clerk/Treasurer.

Discussion about FMLA leave for Village Employees. Officer Mata has gotten the FMLA forms from Waupaca County Police Department to use to present to Village for her upcoming maternity leave. D. Harper made motion to approve FMLA forms to be used as Village Forms to be used for any employee wanting to file for FMLA. A. Bauer seconded. Motion passed.

The committee received copies of the current Employee Handbook along with three local municipality handbooks to start the process of updating. Adding FMLA and clarifying rules for PTO/COMP time.

Next meeting is scheduled for May 7th at 5 pm.

Dave Harper made motion to adjourn and Alan seconded. Meeting adjourned by J Rasmussen at 5:51 pm.

Minutes provided by: Missy Fenn Deputy Clerk/Treasurer, Village of Iola