

St. Matthew Parish
Personnel Committee Meeting Minutes
11/24/09

Attendance: Father Patrick O'Loughlin, Michael Hoffman, Dan Duchniak, Jerry Hammernik and Cathy Cramer.

- I. Meeting started at 6:45 p.m. with a prayer.
- II. Minutes from the October 27, 2009 meeting were reviewed and approved.
- III. 2010-11 Budget Discussion and Assumptions for Finance Committee: Discussion was held regarding the committee's recommendation to the Finance Committee regarding compensation assumptions for next year's budget.
- IV. Job Content Analysis: Forms and directions will be discussed and finalized at the next meeting. The goal is to have these completed by all staff by February 1.
- V. Employee Handbook Review: Clarification is still needed on the school year and part-time employee definitions related to benefits and paid time off. The committee will review these areas of the handbook and finalize necessary edits and updates at its next meeting.

Next meeting is scheduled for Tuesday, December 29 at 6:30 p.m.

The meeting adjourned at approximately 8:10 p.m.

Respectfully Submitted,
Cathy Cramer