

**VILLAGE OF TOLONO**  
**MINUTES OF SPECIAL MEETING**  
**MARCH 11, 2014**

The meeting was called to order at 6:40 p.m. Present were President Holt, Trustee Erwin, Trustee Hewing, Trustee Golish & Trustee Perry. Absent were Trustee Kingston, Trustee Plackett and Clerk Phillips.

Also present were Attorney David Krchak and Attorney Marc Miller.

David Krchak introduced a draft of an employee policy manual for the Board's consideration.

There was consensus that the manual should have simplified performance criteria.

There was consensus that health coverage is a benefit offered to employees. An election to not accept coverage would not result in an extra payment to the employee.

There was a consensus that some sort of policy needs to better define unused sick leave.

There was support for 2 personal days with some sort of criteria for their use and to include a drug policy.

There was other discussion about some other revisions. Dave Krchak will revise the document and send it back to the Board for further review.

There was a motion by Trustee Golish to adjourn. Second by Trustee Hewing. The motion carried.