



## Clay Township Regional Waste District

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### **PERSONNEL & BENEFITS COMMITTEE MEETING**

Monday, March 28, 2016 @ 7:30 A.M.  
10701 N. College Ave, Suite A, Indianapolis, IN 46280

#### **AGENDA**

1. Safety Update
2. Summer Help
3. PTO Donation Policy

Next Meeting: April 25, 2016 @ 7:30 A.M.



## Memorandum

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To: P&B Committee  
From: Andrew Williams  
Date: March 22, 2016  
Subject: Summer Help

For the past four years the District has hired two summer interns. One works at the WWTP and one with the Engineering/Inspection staff. These students have proven to be very useful and productive. The pay range starts at \$10 for their first year and has been increased \$1 for each year of experience. We will have two returning interns this year. In 2016, \$9000 was budgeted for two interns.

I recommend that we hire an additional two summer interns. This would double the amount spent to approximately \$18,000. Some of the tasks assigned to these interns would include GPS locating of manholes, assisting as the second person on the camera truck, locating sewers, assisting with smoke testing and being the second person on maintenance crews. This is a very cost effective way to address the peak demand during the summer months.



## Memorandum

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To: P&B Committee  
From: Andrew Williams  
Date: March 22, 2016  
Subject: PTO Donation

CTRWD recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available Paid Time Off (PTO). To address this need a PTO Donation policy is being proposed to allow all eligible employees to donate PTO from their unused balance to their co-workers in need.