

PERSONNEL COMMITTEE
THURSDAY, JUNE 9, 2011, 4:30PM
CITY HALL, CONFERENCE ROOM 2A

The meeting was called to order by Chairman Hartz at 4:30pm.

Roll Call. Present: Aldermen Hartz, Krause, Kupsik, and Mott. Alderman Krohn was absent. Also present: Administrator Jordan, City Attorney Draper, Comptroller Pollitt, and City Clerk Reale.

Approval of Minutes of May 24, 2011 committee meeting

Kupsik/Hartz motion to approve minutes from the May 24, 2011 committee meeting, as prepared. Unanimously carried.

Comments from the Public limited to 5 minutes None.

Discussion/Recommendation on temporary hiring to handle DP/Accounting Clerk duties during the FMLA leave of Sabrina Waswo

Comptroller Pollitt noted that the Committee had previously authorized hiring City Treasurer Klein to cover these duties until such time that the position was filled. Subsequently, the position had been posted and Sabrina Waswo had successfully bid on the position and began working on a full-time basis as of June 7, 2011. Comptroller Pollitt stated that Ms. Waswo was pregnant and due on June 17, 2011. Although she planned to continue working as long as possible, she would be taking the full twelve weeks of FMLA leave, which was expected to last from mid-June to mid-September. Because of the responsibilities delegated to that position, it was determined to be necessary to have an individual temporarily fill the position during that leave period.

Comptroller Pollitt thus proposed hiring Teresa Klein to handle accounts payable and other responsibilities of the position on a temporary, as-needed basis. She also requested that Nancy Duniven be hired as an independent contractor to handle payroll responsibilities during Ms. Waswo's leave, for a total of six full days. She noted that the City had a fairly quick turnaround for completing payroll and she needed someone with experience to assist with processing payroll during the interim. Training another temporary employee how to handle payroll was not likely to be effective, given the abbreviated amount of time that the individual would be performing those functions.

Administrator Jordan stated that he had contacted the Association to discuss the option of using Ms. Duniven as an independent contractor, adding that the union representative indicated that the Association had no issues with that arrangement, given the current situation in which the City found itself. City Attorney Draper stated that he had no issues with the proposal, since it had received clearance from the Association and those officials understood that this move was not designed to circumvent the union system.

Chairman Hartz inquired about the budgetary implications of the proposal. Administrator Jordan responded that there should not be an issue with funding, adding that the Accounting Department also had \$9,000.00 budgeted for temporary part-time help. Comptroller Pollitt stated that she had calculated the cost for 13 weeks of leave at roughly \$8,000.00. All of the individuals handling the responsibilities would be paid at the position's current hourly rate, with Treasurer Klein working

only as needed by the Comptroller. Administrator Jordan also mentioned that the Municipal Court was not planning to fill the position vacated by Ms. Waswo when she accepted the accounting position. Therefore, funding could feasibly be transferred from the court budget to cover any potential shortfall.

Krause/Mott motion to forward to Council with recommendation to approve hiring Teresa Klein to handle DP/Accounting Clerk responsibilities on an as-needed basis during the FMLA leave of Sabrina Waswo, and to hire Nancy Duniven as an independent contractor for a total of six full days to assist with payroll duties of the position.

There was some discussion as to whether Council approval would be required. City Attorney Draper noted that Sec. 2-49 of the Municipal Code provided that the Council had sole authority to approve “offers of agreement” relating to employment, although the intended meaning of that phrase was unclear. In subsequent discussion, the Committee members interpreted this proposal to meet the definition of an “offer of agreement”. City Attorney Draper recommended amending the ordinance to clarify the language, which would allow City departments to continue the practice of hiring temporary help without action being required by the Council.

Alderman Kupsik inquired about potential worker’s compensation issues related to having Ms. Duniven working for the City as an independent contractor. City Attorney Draper responded that she would most likely still be subject to worker’s compensation provisions as an individual working in City Hall, if that would become an issue.

Following discussion, motion carried unanimously.

Adjournment

Mott/Kupsik motion to adjourn at 4:49pm. Unanimously carried.

/s/ Jeremy A. Reale, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED
BY THE PERSONNEL COMMITTEE**