



City of Lake Geneva, 626 Geneva St, Lake Geneva, Wisconsin- 262.248.3673- www.cityoflakegeneva.com

PERSONNEL COMMITTEE
TUESDAY, DECEMBER 3, 2019 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)

Members: Chairperson Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube

AGENDA

1. Meeting called to order by Chairperson Proksa
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the minutes from the November 5, 2019 Personnel Committee Meeting
5. Discussion/Update/Recommendation regarding draft policy regarding centralized retention location of various personnel records
6. Discussion/Recommendation part-time Police Department employees receiving overtime pay when working holidays
7. Discussion/Recommendation of Beach Manager and Assistant Beach Manager position
8. **Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding: 1) City Administrator Evaluation and 2) Leadership Team Evaluations**
9. **Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session.**
10. Future Agenda Items
11. Adjourn

*This is a meeting of the Personnel Committee.
No official Council action will be taken; however, a quorum of the Council may be present.*

cc: Aldermen, Mayor, Administrator, Attorney, Media

PERSONNEL COMMITTEE MINUTES
TUESDAY, NOVEMBER 5, 2019 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)

Members: Chairperson Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube

Meeting called to order by Chairperson Proksa at 4:32 p.m.

Roll Call

Present: Proksa, Straube, Halverson

Absent: Skates, Flower

Comments from the public limited to 5 minutes, limited to items on this agenda

None

Approval of the minutes from the October 1, 2019 Personnel Committee Meeting

Motion by Straube to approve, second by Halverson. No discussion. Motion carried 3-0.

Discussion/Recommendation regarding City of Lake Geneva Health Insurance Options

Skates arrived at 4:33 p.m.

Matt Chadwick addressed the committee regarding the recent health insurance search. He noted that the City's current health insurance carrier offered a renewal price at a 17% increase. He added that he did seek out bids from other companies. Two companies offered competitive bids that were similar to the current plan; Anthem offered a plan that was at a 3.25% increase and WPS offered a plan that was a 1.61% increase. **He added that with the difference card inclusion that cost with WPS would be at about a 3.25% total.** Chadwick indicated that WPS has a larger network that could service retirees that are still on the plan, that have moved out of state. He added that the main differences included an increase in co-pays for standard visits and specialists.

Flower arrived at 4:44 p.m.

He added that the emergency room copay is decreasing by \$50 and that the copay for urgent care is decreasing by \$30. Finance Director Hall did indicate that she had budgeted for the 17% increase and that with this change the general fund could see a reallocation of up to \$140,000.

Motion by Flower to accept WPS as the City Health Insurance, second by Skates. Motion carried 5-0.

Discussion/Recommendation regarding City of Lake Geneva Non-Medical Benefits Options

Chadwick addressed the committee regarding the non-medical benefits and noted that the City would pay 50% of the premium.

Motion by Skates to approve the vision insurance with 50% city contribution, second by Flower. Motion carried 5-0.

Motion by Skates to approve the Omaha Insurance for the Accident and Short Term Disability, second by Flower. Motion carried 5-0.

Discussion/Recommendation regarding central storage of the following personnel related files:

- a. Applications/Resumes
- b. Performance Reviews

- c. Employee Handbook Acknowledgements
- d. Copies of Certifications
- e. Salary Change Forms
- f. Copy of Driver Licenses for departments requiring license endorsements

HR Director Raebel noted that she would be comfortable maintaining those records but that there might be push back from some departments. Proksa noted that this should be mandated and thought maybe should be in place by the end of March 2020.

Motion by Proksa to direct staff to draft a policy to address the retention location for various personnel documents and bring before the Personnel Committee for review, second by Skates. Motion carried 5-0.

Discussion/Update regarding Riviera Event Manager contract status

City Administrator Nord stated that the agreement has been signed with the same amount as last year. He did note that this is paid for by the Tourism Commission. No action taken.

Discussion/Recommendation regarding amending the City of Lake Geneva Employee Handbook related to Personal Time Off (PTO) pay off rates

Finance Director Hall explained that she would like the provision that carried over PTO hours be paid at the employee's wage from the prior year. She noted that it is difficult to track the hours and that they should be paid out at their current rate. This is also not the case for the Library or the Police Department.

Motion by Flower to approve, second by Skates. Motion carried 5-0.

Future Agenda Items:

- Parks/Recreation Director Position
- Assistant Beach Manager

Adjourn

Motion by Skates to adjourn the meeting, second by Proksa. Motion carried 5-0. The meeting adjourned at 5:30 p.m.



7.12 Personnel Records Retention

General Policy

The purpose of this policy is to identify the requirements and location for the retention of Personnel related records.

Currently the City of Lake Geneva has a decentralized management of Personnel records. It is in the best interest of all City employees and Leadership to identify one centrally located area to maintain such files.

Effective March 1, 2020 all City departments shall be required to submit original records or copies of records of all personnel related documents to the office of the Human Resources Specialist/Payroll Coordinator for centrally located retention.

The following records shall be stored within the office of the Human Resources Specialist/Payroll Coordinator:

- Applications/Resumes
- Performance Reviews
- Employee Handbook Acknowledgements
- Original or copies of Certifications
- Salary change forms
- Copy of employee Drivers License
- Employment offer letter that outlines wages and time off
- Continuous tracking of Paid Times Off (PTO), sick time, comp time, flex time, and overtime for payment and benefit reconciliation

The retention of Personnel related records shall be required of all City Departments to maintain proper reconciliation, benefit management, and overall transparency amongst all City personnel.

Adopted by Council	??/??/????
Amended by Council	??/??/????

Memo

To: Alderperson Selena Proksa
Chairperson Personnel Committee

From: Chief Michael Rasmussen

Date: November 15, 2019

Re: Part time employee overtime pay



Part Time Telecommunicators, Part Time Officers and Booking Officers currently receive straight pay when working Holidays. As an incentive for part time employees, I proposed to the Police and Fire Commission that all part time Police Department employees receive overtime compensation when working Holidays. This proposed wage change will have little impact on the Police Department budget. Additionally, I have discussed the change with the Police Union President and he informed me that the union does not object to the change. On November 7, 2019, the Police and Fire Commission voted to recommend to the Personnel Committee to offer Holiday pay at time and a half to part time Police Department employees.

I am asking that the Personnel Committee approve the change in compensation for Police Department part time employees, including Part Time Telecommunicators, Part Time Police Officers and Booking Officers. Employees would receive time and a half compensation for any Holidays worked.

I realize this compensation change may affect all departments in the city. I would be willing to attend the next Personnel Committee meeting to discuss.

CITY OF LAKE GENEVA
 PART-TIME EMPLOYEE
 HOLIDAY CALCULATION ESTIMATE

	<u>REG WAGE</u>	<u>HOURS</u>	<u>DAY WAGES</u>	<u>DIFF IN WAGE</u>	<u># HOLIDAYS</u>	<u>DIFF IN WAGES</u>	<u># OF EMP</u>	<u>WAGES @ 1.5</u>	FICA 0.0765	TOTAL OT CALC
PARKING ENFORCEMENT	\$ 17.73	8	\$ 141.84							
	WAGE @ 1.5									
	\$ 26.60	8	\$ 212.76	\$ 70.92	4	\$ 283.68	5	\$ 1,418.40	\$ 108.51	\$ 1,526.91
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BEACH STAFF	\$ 10.08	8	\$ 80.64							
	WAGE @ 1.5									
	\$ 15.12	8	\$ 120.96	\$ 40.32	3	\$ 120.96	8	\$ 967.68	\$ 74.03	\$ 1,041.71
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BEACH MANAGERS	\$ 14.31	8	\$ 114.48							
	WAGE @ 1.5									
	\$ 21.47	8	\$ 171.72	\$ 57.24	3	\$ 171.72	2	\$ 343.44	\$ 26.27	\$ 369.71
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BOAT LAUNCH	\$ 12.02	8	\$ 96.16							
	WAGE @ 1.5									
	\$ 18.03	8	\$ 144.24	\$ 48.08	3	\$ 144.24	3	\$ 432.72	\$ 33.10	\$ 465.82
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STREETS	\$ 14.60	8	\$ 116.76							
	WAGE @ 1.5									
	\$ 21.89	8	\$ 175.14	\$ 58.38	4	\$ 233.52	5	\$ 1,167.61	\$ 89.32	\$ 1,256.93
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DISPATCH	\$ 20.00	8	\$ 160.00							
	WAGE @ 1.5									
	\$ 30.00	8	\$ 240.00	\$ 80.00	11	\$ 880.00	1	\$ 880.00	\$ 67.32	\$ 947.32
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OFFICERS	\$ 17.54	8	\$ 140.32							
	WAGE @ 1.5									
	\$ 26.31	8	\$ 210.48	\$ 70.16	11	\$ 771.76	3	\$ 2,315.28	\$ 177.12	\$ 2,492.40

\$ 8,100.80