

PERSONNEL COMMITTEE MINUTES

THURSDAY, APRIL 25, 2013 – 4:00 P.M.

CITY HALL, CONFERENCE ROOM 2A

Meeting was called to order by Chairman Kupsik at 4:05 p.m.

Roll Call. Present: Aldermen Hill, Wall, Taggart, Kehoe and Kupsik. Also in attendance: City Administrator Jordan, Police Chief Rasmussen, Police Administrative Secretary Wisniewski and City Clerk Hawes.

Hill/Kehoe motion for approval of Minutes from March 28, 2013 meeting, as distributed. Unanimously carried.

Comments from the public limited to 5 minutes. None.

Discussion/Recommendation on establishing a Paid Time Off (PTO) policy

Administrator Jordan asked the Committee to review the pros and cons of Paid Time Off (PTO) programs and to direct staff on whether they would like to implement a program for the City. Mr. Jordan asked the Committee to consider whether the PTO policy would be a two-tiered policy with separate provisions for existing employees and new employees (e.g. hired after January 1, 2014). He also asked the Committee to identify what level of sick leave payout they would like to allow to retiring employees.

Alderman Hill said she was interested in surveying City employees on their thoughts about PTO. Alderman Wall asked for samples of PTO policies from other communities. Alderman Kupsik asked if PTO would be offered to all employees or just full-time employees. Administrator Jordan said it would be offered to full-time employees who work at least 30 hours per week year round and pro-rated PTO could be offered to part-time employees. Police Chief Rasmussen suggested some positions have different work hours and may need to be looked at differently.

Administrator Jordan said he will distribute a survey to staff. He said he would distribute PTO policies from other communities to the Committee. Chairman Kupsik said the Committee will review the survey responses and sample PTO policies and possibly make recommendations next meeting.

Discussion/Recommendation on Employee Handbook

City Clerk Hawes said he reviewed the policies being considered by the Police Department for their manual. He said there were 17 policies that appear to overlap with sections of the Committee's draft handbook. Committee members agreed that the 17 policies should be incorporated into the draft handbook. Mr. Hawes said he would try to have them drafted into the manual for review at the next meeting.

Discussion/Recommendation on compensation study

Administrator Jordan referenced a memorandum he distributed to the Committee regarding compensation studies. He said the purpose of the study would be to update the City's job descriptions and review its compensation levels relative to other public and private sector employers. Mr. Jordan said he received a quote from Springsted Incorporated who would do the study for \$275-\$365 per position, depending on how up-to-date the current job description is. He said the City has about 30 positions; the total cost could be \$9,000-\$11,000. Mr. Jordan noted that if the City proceeded with the project it would go out for bid.

Alderman Hill said the study seemed imperative to complete prior to the expiration of the current union contracts at the end of 2013. Administrator Jordan said the study is not funded in the 2013 budget so it would have to be funded by reserves. Alderman Wall stated the City has gone this long without a compensation study, it didn't seem like a high enough priority to do it this year and fund it with reserves. Chairman Kupsik stated it would be in the City's benefit to have this information going into 2014.

Alderman Taggart suggested the Committee members review the proposal and discuss it at the next meeting. Committee members agreed.

Closed Session

Kupsik/Taggart motion to go into Closed Session pursuant to Wisconsin Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility for review of performance evaluation data for City Department Heads, with Administrator Jordan and City Clerk Hawes present. Unanimously carried.

The Committee entered into Closed Session at 5:05 p.m.

Hill/Wall motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in Closed Session. Unanimously carried. The Committee reconvened in open session at 5:53 p.m.

Discussion of agenda items for next meeting

The Committee agreed to continue discussion on PTO, employee handbook, compensation study and department head evaluations. The Committee also decided to discuss a review of the parking enforcement department.

Adjournment

Kupsik/Hill motion to adjourn at 5:55 p.m. Unanimously carried.

/s/ Michael Hawes, City Clerk

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