

# **PERSONNEL COMMITTEE**

**THURSDAY, AUGUST 8, 2013 AT 2:45 P.M.**

**GENEVA LAKE MUSEUM MEETING ROOM, 255 MILL STREET**

The meeting was called to order by Chairman Kupsik at 2:49 p.m.

Roll Call. Present: Aldermen Kupsik, Taggart, Wall and Hill. Absent (Excused): Alderman Kehoe. Others in attendance: Administrator Jordan, Building/Zoning Administrative Assistant Special and City Clerk Hawes.

**Comments from the public limited to 5 minutes.** None.

Wall/Taggart motion to approve minutes from July 26, 2013 and August 1, 2013, as prepared and distributed. Motion carried 4 to 0.

Kupsik/Hill 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 to interview candidates for the Building Inspector/Zoning Administrator position, with Administrator Jordan, Building/Zoning Administrative Assistant Special and City Clerk Hawes present. Motion carried 4 to 0.

The Committee entered into closed session at 2:54 p.m.

Kupsik/Wall motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session. Motion carried 4 to 0.

The Committee reconvened in open session at 4:25 p.m.

Hill/Wall motion to direct the city administrator to make an employment offer as discussed in closed session. Motion carried 4 to 0.

Comptroller Pollitt, City Treasurer Klein and DPW Laborer Waswo joined the meeting at 4:30 p.m.

## **Discussion/recommendation on Employee Handbook**

City Clerk Hawes presented the current draft of the employee handbook. He distributed a spreadsheet that showed how the draft handbook compares to the current union contracts. Mr. Hawes said some of the biggest differences include changing to FLSA standard work-week and overtime provisions; eliminating longevity pay, health opt-out pay and uniform allowance for office employees; reducing annual sick leave from 18 days to 9 days; and, eliminating sick leave banks and retirement health insurance benefits for new employees. The Committee discussed various aspects of the handbook and heard feedback from the DPW Laborer Waswo on the topics of uniforms, call-in pay and merit pay.

Administrator Jordan commented that staff would like more time to develop the Paid Time Off (PTO) policy. He said he spoke to various employee groups and found there is general support for a PTO program. However, the details need to be worked out. Mr. Jordan said staff discussed forming a task force with a member from each union group to draft the PTO policy. Comptroller Pollitt explained that the purpose of the task force would be to engage employees in a grassroots policy-making process, rather than a top-down program.

Chairman Kupsik said the Committee has been working on the handbook since last December and he would like to see it adopted soon. Alderman Hill agreed that the handbook should be adopted prior to the union contracts expiring, but she was willing to allow a month for the staff task force to develop the PTO policy as part of the handbook.

Ms. Hill expressed support for the changes presented in the draft handbook. She suggested longevity pay be rolled into employees' current salaries. She asked if staff had determined the budget implications involved with the proposed handbook. Comptroller Pollitt said the budget implications had not been determined yet because the proposed policy

changes are still very new. City Clerk Hawes noted the City would be paying less into WRS beginning in 2014 due to the expiring street and office union contracts.

Chairman Kupsik suggested the staff task force develop a PTO policy, incorporate it into the employee handbook and to present it to the Personnel Committee at its next meeting in September. Mr. Kupsik asked staff to provide copies of the draft handbook to the rest of the Council for discussion at the September Committee of the Whole meeting.

City Clerk Hawes suggested that the City have a personnel attorney review the handbook prior to final adoption to ensure its content does not present any particular liabilities for the City or conflict with any federal or state laws. Alderman Hill agreed the attorney review would be important and she asked staff obtain quotes for the review.

**Update on Paid Time Off (PTO) policy**

Chairman Kupsik said this item was adequately covered during the discussion on the employee handbook.

**Adjournment**

Wall/Hill motion to adjourn at 5:18 p.m. Unanimously carried.

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/s/ Michael Hawes, City Clerk

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