

**PERSONNEL COMMITTEE**  
**THURSDAY, SEPTEMBER 26, 2013 AT 3:00 P.M.**  
**CITY HALL, CONFERENCE ROOM 2C**

The meeting was called to order by Chairman Kupsik at 3:00 p.m.

Roll Call. Present: Aldermen Kupsik, Taggart, Wall and Hill. Alderman Kehoe arrived at 3:02 p.m. Others in attendance: Mayor Connors, Administrator Jordan, Comptroller Pollitt, DPW Laborer Waswo and City Clerk Hawes. Other City staff were in the audience at various points in the meeting.

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

Wall/Taggart motion to approve minutes from August 8, 2013, as prepared and distributed. Unanimously carried.

**Discussion/Recommendation on Paid Time off (PTO) policy**

DPW Laborer Waswo, City Clerk Hawes and Comptroller Pollitt presented a draft PTO policy. The policy was prepared by a task force consisting of staff members from various departments. Mr. Waswo presented the various aspects of the PTO policy, referencing a summary sheet that was distributed in the meeting packet. He said the task force recommended a time-off schedule based on years of service, with the total PTO days being based on the current number of vacation days offered, eight sick days and one personal day. Committee members acknowledged this was a satisfactory reduction from the current 18 sick days offered. Mr. Waswo said employees would receive more days off sooner than the current time-off system. Comptroller Pollitt said the proposed PTO program offers time-off benefits to year-round part-time employees who work at least 23 hours per week. She explained how the pro-rated PTO would be calculated.

Mr. Waswo explained that another part of the PTO program is the Medical Leave Bank (MLB) which would replace the current sick leave bank for FMLA-eligible events or other extended illnesses of more than three days. The MLB would not have any cash value to the employee upon separation from the City. Employees could convert unused PTO to their MLB at year-end and the City would match up to 24 hours transferred to the employee's MLB.

City Clerk Hawes explained the proposed conversion from the current sick bank program to the MLB program. He said the task force developed it in a way that would honor what employees will have earned as of December 31, 2013. He said employees would be offered a one-time opportunity in January 2014 to elect to cash out their sick bank "hours" or convert them to MLB hours. Employees would have the option to cash out their sick bank "dollars" or deposit them in their deferred compensation account. Alderman Wall asked what the estimated cost of converting from the sick leave bank to MLB would be. Comptroller Pollitt said she ran an estimate based on sick bank amounts as of December 31, 2012 and it was around \$100,000.00. She noted the exact figure for 2013 could be more or less, depending on how employees elected to receive cash payouts for their sick bank hours or convert them to MLB. Ms. Pollitt noted the payouts could be funded by reserves. Mr. Hawes said that although the conversion was a considerable up-front cost, it would eliminate any future sick bank liability the City would have to employees upon retirement. An employee retiring with over 20 years of experience could receive a sick bank payout of nearly \$15,000.00, which would be \$750,000.00 for 50 employees.

Committee members commended the staff task force for their efforts developing the PTO policy. There was general agreement that the policy seemed fair to employees while saving the City from future retirement liabilities. Alderman Taggart expressed concern that the PTO policy would be difficult to explain to employees. Comptroller Pollitt acknowledged it will take some staff meetings to explain the program to employees. She said the policy will be explained to new employees as part of their orientation.

Kupsik/Hill motion to recommend approval of the PTO program. Chairman Kupsik said the PTO policy would be reviewed by a labor attorney as part of the entire employee handbook. Unanimously carried.

### **Discussion/Recommendation on Employee Handbook**

City Clerk Hawes said after completing the PTO policy the staff task force discussed some changes to the proposed handbook based on concerns they heard from other employees. One of the changes included adding a two-hour minimum call-in pay for Street Department employees similar to the current union contract, except without the 15-minute travel pay. Another change was allowing holiday time-off to be considered as “time worked” for the purposes of calculating a 40-hour work week. A third change was revamping the educational assistance program based on a policy recommended by Mayor Connors.

The Committee discussed various parts of the handbook, including outside employment, long-term disability, life insurance, health insurance, vision insurance and educational assistance. Alderman Wall expressed interest in modifying the health insurance benefits because it seemed too generous to employees. After discussion, most Committee members agreed that any changes to health insurance should be discussed at a future time, perhaps after the completion of a compensation study. The Committee agreed that the handbook should more clearly differentiate between training seminars and undergraduate coursework.

Kupsik/Hill motion to recommend labor attorney review of the draft handbook. City Clerk Hawes said he received quotes from two different labor attorneys which could be provided to the Finance, License and Regulation Committee at its meeting on October 14. Motion carried 4 to 1, with Kehoe opposed.

### **Update on City Clerk position**

Administrator Jordan said that upon receiving the letter of resignation from the city clerk he contacted the mayor and Chairman Kupsik and received approval with proceeding to advertise for the position. He said he did not wait to get approval from the Committee because he did not want to delay the hiring process. The advertisement was published in the newspaper, on the League of Municipalities website and on clerk association website. The deadline for submitting applications is Friday, October 4. Mr. Jordan said he would expect there would be at least 30 to 45 days that the position will be vacant and the deputy clerk would be asked to fill in.

Alderman Hill expressed concern with three city clerks having resigned in the last five years. Administrator Jordan said that while turnover has not been ideal, the city hired the best candidates for the job and has been well-served by the clerks that have held the position in recent years. He said the people have simply moved on to better opportunities. The Committee discussed a timeline for evaluating applications and scheduling interviews. It was agreed that the resumes would be reviewed at a meeting on Wednesday, October 9 at 4 p.m. with interviews tentatively taking place on October 21 and 25.

### **Update on Building/Zoning Administrative Assistant and possible discussion on reorganization**

Administrator Jordan said Building/Zoning Administrative Assistant Special submitted her two-week notice and her last day with the City will be Tuesday, October 1. He said Ms. Special may be interested in working on a part-time basis with the City until the position is filled. Mr. Jordan said he knew of another individual in the area who might be available on a part-time basis.

Administrator Jordan said that in light of this transition period, he met with the office staff to discuss some potential reorganization in the office. Mr. Jordan said another meeting will take place with the office staff and Mayor Connors. The recommendations from the meetings will be presented to the Personnel Committee on October 9.

Kupsik/Wall motion to allow Administrator Jordan to hire temporarily help until the position is filled. Unanimously carried.

### **Discussion on process for City Administrator evaluation and distribution of forms**

The Committee discussed the process for the city administrator evaluation as outlined in the employment agreement. Chairman Kupsik asked Administrator Jordan to distribute evaluation forms to Council members. The completed forms will be distributed to the mayor, who will then provide a summary to the administrator. The administrator will have a chance to discuss the evaluation with the Council at a future meeting.

### **Closed Session**

Wall/Kupsik 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 City Clerk and Building/Zoning Administrative Assistant exit interviews; and, evaluations/employment contract reviews for the Comptroller and Street Superintendent. Unanimously carried.

The Committee entered into closed session at 4:58 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. Unanimously carried.

The Committee reconvened in open session at 6:55 p.m.

Taggart/Hill motion to direct the city administrator to draft an amended employment contract for the city comptroller as discussed in closed session. Unanimously carried.

**Adjournment**

Wall/Hill motion to adjourn at 6:58 p.m. Unanimously carried.

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/s/ Michael Hawes, City Clerk

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