

**PERSONNEL COMMITTEE**  
**THURSDAY, AUGUST 23, 2012 AT 4:00 P.M.**  
**CITY HALL, CONFERENCE ROOM 2A**

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

Roll Call. Present: Aldermen Kupsik, Krohn, Wall and Hill. Absent: Alderman Kehoe. Others in attendance: Administrator Jordan.

**Approval of Minutes from July 26, 2012 meeting as distributed**

Wall/Hill motion to approve minutes from the July 26, 2012 committee meeting, as prepared. Unanimously carried.

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

**Discussion on Common Council questionnaire regarding Act 10**

Alderman Wall said he was unable to complete the questionnaire because he did not have information on the current level of benefits provided by the City. Administrator Jordan said he has that information and will distribute it to the Committee so they can complete the questionnaire.

**Discussion on paid time off policy**

Administrator Jordan distributed samples of paid time off policies for Committee feedback. Chairman Kupsik asked if employees currently are able to roll over their sick days into the next year. Administrator Jordan said they can up to a limit of 100 hours. Alderman Hill suggested discussing a potential paid time off policy after the Committee has a chance to review the current benefit levels. Alderman Wall asked if municipalities are using outside professionals to help prepare paid time off policies. Administrator Jordan said there some municipalities work with labor attorneys to craft policies. Since this is a new concept, there is a not a one-size-fits-all approach. He suggested the City could draft a policy and have it reviewed at some point by an attorney. Alderman Hill said she supported the concept of a paid time off policy but is interested to hear if employees are in favor of it. Administrator Jordan said there are some employees that are probably in favor of it and some that are not as open to it. He suggested the Committee review the sample paid time off policies and to determine if they would like to adopt this type of policy within the next 5-6 months.

**Discussion on process for reviewing and adopting new Human Resource Manual**

Alderman Hill said she reviewed the draft manual and suggested making sure the at-will employment language is specific throughout the manual. She also said the grievance procedure needed more specific language. Administrator Jordan said the City adopted that grievance procedure in 2011. He noted the impartial mediator for grievances has not been determined yet but could be an attorney or administrator from another municipality, or an HR manager from the County.

Mr. Jordan suggested the Committee complete a new Human Resource Manual within the next six months. Alderman Hill said it will be important to have ample training and communications to employees about the new manual.

**Discussion of future agenda items**

Chairman Kupsik said the Committee could continue to review the Human Resource Manual at the next meeting. Alderman Hill asked if the Committee should discuss the Policies and Procedures Manual. Administrator Jordan said the Policies and Procedures Manual mostly addresses procedures for the City's day-to-day operations.

**Adjournment**

Kupsik/Wall motion to adjourn at 4:49 p.m. Unanimously carried.

Transcribed from audio tape.  
/s/ Michael Hawes, City Clerk

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