

**PERSONNEL COMMITTEE**

**SEPTEMBER 28, 2015**

The meeting was called to order at 6:00 p.m. by Ald. Hohmann with the following Roll Call:

Members Present: Ald. Hohmann, Ald. Longo, Ald. Boelk

Members Absent:

Others Present: Mayor Redeker, Darlene Smith, Lois Krueger, Ald. Neumann, Ald. Schmidt, Ald. Toellner, Mike Kurutz

Item #2 Approve the Minutes of August 24, 2015, and August 31, 2015, meetings.

Motion by Ald. Longo, second by Ald. Boelk to approve the minutes of the August 24, 2015, and August 31, 2015, meetings. Motion carried unanimously.

Item # 3 Citizens Comments.

A. None.

Item # 4 Clerk's Report.

A. No Report.

Item #5 Discuss Affordable Care Act – Employer Requirements with possible action.

A. Employee Classifications.

Our employee handbook needs to be in compliance with affordable care act. Changes were made to: Regular Full-Time Employees – Employees who work an average of 30 hours per week or at least 130 hours in a month are defined as full-time under the affordable Care Act. Such employees receive all benefits listed in this manual; Regular Part-Time Employees – Employees who average more than 20 hours per week annually bet less than 30 hours per week annually and are eligible to receive a pro-ration of all benefits listed in this manual.

Motion by Ald. Boelk, second by Ald. Hohmann to recommend the revised changes in the employee classifications per attorney review to council. Motion carried 3-0.

B. Employer Health Insurance Requirements.

The new description of Regular Full-Time Employees states that employees are eligible to receive all benefits as opposed to having to work 40 hours per week.

Motion by Ald. Hohmann, second by Ald. Longo to recommend the employer health insurance requirements to council. Motion carried 3-0.

C. Health Savings Account in High Deductible Plans – P07.

HSA is not required per attorney. This would be for the police department only. The requirements for HSA's will rise with the CPI but health insurance plans rise at a faster rate than with the CPI.

Because of this it puts the city at risk of being what is classified as a Cadillac Plan due to the uncertainty of where the health insurance premiums are going. It was not recommended to establish a HSA at this time. There would be an administrative cost associated with this.

Motion by Ald. Boelk, second by Ald. Longo to table until next month's personnel meeting. Motion carried 3-0.

D. Flexible Spending Plans.

Employees can contribute up to \$2,500 per year. \$500 can be rolled over at the end of the year. There will be administrative costs involved.

Motion by Ald. Longo, second by Ald. Boelk to table until next month's personnel meeting. Motion carried 3-0.

E. Dental Offering requirement for employees who elected to waive health insurance.

We currently have one employee that has dental insurance but no health insurance. We are not required to offer them dental coverage; the employee would be required to enroll in both the health and dental insurance.

Motion by Ald. Hohmann that in order to receive dental coverage an employee has to be enrolled in our health insurance. There was no second.

Motion by Ald. Boelk, second by Ald. Longo to recommend an employee does not need to be enrolled in the health insurance coverage to be qualified for dental coverage to council. Motion carried 2-1. Ald. Hohmann voted no.

F. Family Medical Leave Act (FMLA) requirements.

The following change for FMLA in the Employee handbook be changed to read as follows: The City of Mayville adopts by reference the Wisconsin Family and Medical Leave provisions set forth in Ch. 103, Wis., Stats, and the Federal Family and Medical Leave provisions set forth at 2 U.S.C. §§ 60m, 60n; 5 U.S.C. §§ 2105. 6381 – 6387; 20 U.S.C. §§ 2601 – 2654. The Federal and State Family or Medical Leave policies shall apply to those City of Mayville employees who are eligible. (13)(AM 13-3)(AM 13-31).

Motion by Ald. Boelk, second by Ald. Longo to recommend Family Medical Leave Act (FMLA) requirements to council. Motion carried 3-0.

Item #6 Establish a policy that changing employee position status of full or part-time requires personnel approval.

Ald. Hohmann stated he wants to make sure no one in the City can say they have a part-time employee and just move them to full-time, as well as a full-time employee be moved to part-time without personnel committee approval. Ald. Longo disagreed he stated it should be up to the department supervisor.

Motion by Ald. Hohmann, second by Ald. Boelk to recommend establishing a policy changing employee position status of full or part-time requires personnel committee approval. Motion carried 2-1. Ald. Longo voted no.

Item #7 Adjournment

Motion by Ald. Boelk, second by Ald. Hohmann to adjourn at 6:19 p.m. Motion carried unanimously.

Darlene Smith, City Clerk