

## PERSONNEL COMMITTEE

MAY 16, 2011

The meeting was called to order at 5:00 p.m. by Ald. Pasbrig with the following Roll Call:

Members Present: Ald. Pasbrig, Ald. Toellner, Ald. Redeker

Members Absent:

Others Present: Mayor Moede, Deanna Boldrey, Kathie Wild, Ald. Sertich, Ald. Schaefer, Ald. Schmidt, Mike Kurutz, Bill Linzenmeyer, Chris MacNeill, Laurie Bellino, Sally Kahlhamer, Megan Sheridan, Don Neitzel, Greg Justman, Mary Rake, Ron Wellner

### Item #2 Approve the Minutes of April 26, 2011, meeting.

Motion by Ald. Toellner, second by Ald. Redeker to approve minutes of the April 26, 2011, meeting. Motion carried unanimously.

### Item # 3 Citizens Comments.

Kathy Sertich of 275 High Street, Alderperson for Ward 2, distributed a hand out for the non-union handbook.

### Item # 4 Clerk's Report.

#### A. Liquor Licensing.

The Clerk noted that the Liquor License applications will be discussed and possibly recommended at the Public Safety Committee meeting with final approvals at the June 13, 2011, Common Council Meeting.

#### B. Board of Review.

The Clerk reported that Board of Review will be on May 23, 2011, from 6 – 8 p.m.

### Item # 5 Discuss/Recommend Non-Union Employee Manual Updates.

Ald. Pasbrig introduced the item. The Clerk noted changes/updates that were distributed.

Education Reimbursement was discussed. A form for the employee to sign was also discussed. It was noted that the form is worded as a loan to the employee for the qualified training. Kathie Wild had received the form from a Human Resources specialist.

The list of items were then discussed and read. It was noted that some sections are for all employees. It was noted that areas such as payperiods, FMLA, direct deposit, travel policy, mileage reimbursement, deferred compensation plan, employee service recognition awards are for all employees.

Then Definition of Department Heads was discussed and if the TAG Center Managers should be included as they have been preparing their own budgets.

Discussion of the Probationary Period ensued. It was noted that 3 months, 6 months, and annually is more realistic for reviews rather than the previously recommended 30-60-90 days.

Discussion of the Termination Pay ensued. The language was clarified and simplified noting that the paid vacation is accrued from Anniversary Date.

Discussion of the Health / Dental Insurance deductions were discussed, the 5% deduction per month is to be spread out over the first two payperiods.

Discussion of the Uniform Allowance ensued. The last sentence was discussed as it notes that the costs of the uniforms would be deducted from the employee's final paycheck if employment is terminated in the first year.

Cell Phone Reimbursement was then discussed and noted that the \$120 per year is for Department Heads that use their personal cell phone.

Bill Linzenmeyer questioned the items for all employees with concern to the Union. It was noted that some areas are for all employees as the Union contract does not cover them such as the payperiods, FMLA, direct deposit, travel policy, mileage reimbursement, deferred compensation plan, employee service recognition awards.

Bill Linzenmeyer questioned the vacation termination pay language. He noted that it was agreed upon that his vacation would be calculated the same other employees that have retired. Kathie Wild did confirm this.

Discussion ensued to have a special meeting on May 23, 2011, at 5 p.m. to recommend any changes/updates before the handbook goes to Council.

Item # 6 Adjournment.

Motion by Ald. Redeker, second by Ald. Toellner to adjourn at 5:15 p.m. Motion carried unanimously.

Deanna Boldrey, City Clerk