

PERSONNEL COMMITTEE

MAY 23, 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, Ald. Sertich, Ald. Schaefer, Ald. Schmidt, Dave Pieper, Lisa Schmitt

Item # 2 Citizens Comments.

None.

Item # 3 Discuss/Recommend Non-Union Employee Manual Updates.

Ald. Pasbrig introduced the item. He did ask the City Clerk to read the Ordinances 105-3 D. City Employee Policy and Procedure Manual and 38-6 Personnel Committee section E. Reinforcing the reason and purpose of the meeting. Ald. Pasbrig invited all alderpersons and the Mayor to speak in regards to the item.

The list of items were then discussed. It was noted that some sections are for all employees.

Then Definition of Department Heads was discussed and noted to include the TAG Center Managers.

Discussion ensued regarding the TAG Center Operations Maintenance Director. Motion by Ald. Pasbrig, second by Ald. Redeker to change the title from Director to Manager. Motion carried unanimously.

Discussion of the Probationary Period ensued. It was noted that 3 months, 6 months, and annually is more realistic for reviews.

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 Education Reimbursement and form ensued. The form includes a tier program. Ald. Sertich noted that the EMS Training reimbursement should be looked at with one year from the state of certification. It was noted that the EMS training reimbursement would be discussed at the EMS Commission meeting.

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 stricken. The sentence noted that the costs of the uniform 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.

Ald. Pasbrig gave history to the job descriptions of the Police Department Administrative Assistants/Dispatchers. It was noted to include their job description with the Non-Union Handbook.

Motion by Ald. Toellner, second by Ald. Redeker to recommend the Non-Union Employee Manual Updates as discussed. Motion carried unanimously.

Item # 4 Adjournment.

Motion by Ald. Redeker, second by Ald. Toellner to adjourn at 5:29 p.m. Motion carried unanimously.

Deanna Boldrey, City Clerk