

The meeting was called to order at 10:00 a.m. by Ald. Pasbrig with the following Roll Call:

Members Present: Ald. Pasbrig, Ald. Redeker

Members Absent: Ald. Voss

Others Present: Deanna Boldrey, Kathie Wild, Kathy Sertich, Chris MacNeill, Judy Bauer, Marjean Sertich, Dave Pieper, Lisa Schmitt, Mike Kurutz

Item # 2 Citizens Comments.

None.

Item # 3 Discussion on Non-Union Employee Manual Updates with possible recommendations.

Ald. Pasbrig introduced the item. He noted that the handbook would be discussed section by section.

Section 1.2 Disclaimer Statement: The Clerk noted to reference the municipal code section 105-3 (F) after the first paragraph and section 105-3 (D) after the second paragraph.

Section 1.6 Immigration Reform Act Notice: Ald. Redeker questioned if e:verify was used for new hires. Captain MacNeill answered that the background checks are run through the crime information bureau.

Section 1.8 Gifts and Gratuities: The Clerk suggested that the 1.04 (7) be updated to 105-3 of the municipal code.

Section 1.10 Employee Orientation to Personnel Policies: Ald. Pasbrig explained the previously recommended changes.

Section 2.2 Definition of Department Heads: Ald. Pasbrig noted to change Director of Parks & Recreation to Director of Parks, Recreation, and Public Works. Director of Public Works to be removed. It was questioned if the TAG Center Managers, Lisa Schmitt and Dave Pieper, should be Department Heads in the handbook. Also it was questioned if the Mayor meets monthly with department heads or if the sentence should be removed.

Section 2.3 Hiring of Department Heads: It was noted to add the Utility and Library under this area and reference 105-2 of the municipal code.

Section 2.4 Hiring of Other Non-Union Personnel: It was noted to add reference to 105-2 of the municipal code.

Section 2.5 Residency Requirements: It was suggested for the first sentence to read, "Department Heads, unless otherwise provided by ordinance, must live within the approved area on the map attached to this manual."

Section 2.7 Probationary Period: It was suggested to add the verbiage "except for those specified in their union contract." at the end of the first paragraph.

Ald. Redeker noted he would like to see evaluations at 30-60-90 days and then one year because there are different duties at different times of the year.

Section 2.9 Non-Probationary: Ald. Pasbrig noted to change this to Inter-City Transfers to add the wording "in a new position" after the probationary period in the first paragraph.

Section 3.1 Payroll Period: Ald. Pasbrig noted to add "paid on Fridays" to the end of the first sentence. It was noted to change the word paychecks to pay stub in the second sentence.

Section 3.3 Termination Pay: Kathie Wild noted that there needs to be clarification that the vacation payment would be received from the anniversary date not the first of the year. Ald. Pasbrig noted to remove the first sentence.

Section 4.2 Education Reimbursement: Discussion of the previously recommended changes ensued. It was noted to remove the word technical in paragraph two, sentence one. Kathy Sertich noted that the reimbursement should be the same as the union. The union gets reimbursed with no regard to the grade. It was noted to change the Reimbursement to 100% if C or better. Ald. Redeker pointed out that the grade system is putting undue power to the professor of the course and some classes are pass or fail. Ald. Redeker noted that from a tax payer view point training is great; however, a lot of taxpayers do not have this type of opportunity. It was noted to insert a scale for payback if the employee leaves the City. If the employee

leaves after one year it is 100% due back to the City; if the employee leaves after two years it is 50% that is due back to the City.

Section 4.3 Travel Policy: Discussion of the meal allowance ensued. It was noted to keep the current breakdown of meal allowance and to keep the fourth sentence that was previously marked out. It was also noted to add the verbiage that if a meal is provided with a conference, the meal allowance would not be allowed. The first sentence also changed to per the schedule.

Ald. Pasbrig also explained the previous updates in the Lodging Allowance. Lodging is based on the most reasonable accommodations available.

Section 4.4 City Vehicle Usage: Keep the first sentence from previous discussion and remove the rest.

Section 5.4 Overtime/Compensatory Time: Ald. Pasbrig asked the committee to look at the section and bring back suggestions. Kathie Wild noted that when she was clerk a labor attorney reviewed the section and told the Council at that time to leave the section as it is.

Section 6.2 Sick Leave: Ald. Redeker offered that there should be unlimited sick time and then half should be paid out. He noted that this would give the employee opportunity to build sick leave for unforeseen circumstances. Kathie Wild noted concern with administration of that because the payroll system backs those at the max back down every year. There was also concern for those at the maximum currently. Ald. Redeker noted that employees should not be penalized for being healthy. Ald. Pasbrig noted to bring the 120 back for the current employees and to grandfather 90 days for new employees beginning with the date the handbook is passed by Council.

Item # 4 Adjournment.

Motion by Ald. Pasbrig, second by Ald. Redeker to adjourn at 11:55 a.m. Motion carried unanimously.

Deanna Boldrey, City Clerk