

**NOVEMBER 15, 2021 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Chairperson Candy Davis called the meeting to order at 5:00 p.m.

Present: Jim Burdick, Sarah Braun and Candy Davis

Others Present: City Administrator Ramona Flanigan, City Clerk/Treasurer Cindy Hegglund, Municipal Services Director Howard Moser, Police Chief Robert Kowalski, Library Director Kirsten Almo, and a number of city employees.

Hegglund confirmed the meeting notice was properly posted on Friday, November 12 2021. Agendas were posted at Edgerton Post Office, Edgerton Public Library and City Hall.

MINUTES: A Jim Burdick/Sarah Braun motion to approve the September 20, 2021 Personnel Committee meeting minutes passed on a 3/0 roll call vote.

A Sarah Braun/Jim Burdick motion to approve the September 22, 2021 Personnel Committee meeting minutes passed on a 3/0 roll call vote.

TENURE POLICY: Included in the 2022 budget were funds to increase wages for any employee with at least 10 years of service to 25 percent of the wage range. Previous discussions suggested providing additional step increases that would allow employees to reach 80% of the wage range. It was suggested to have tenure increases at 15, 20 and 25 years of service. Employee would have the opportunity to obtain certifications at any point in their career to access 20% of the wage range.

A Candy Davis/Sarah Braun motion to set the tenure policy for hourly employees to provide step increases at 15, 20 & 25 years at evenly divided steps up to 80% of the wage range with satisfactory level of performance passed on a 3/0 roll call vote.

A Candy Davis/Sarah Braun motion to include in the tenure policy the option for hourly employees to obtain 2-3 certifications, relevant to their job, equating to 20% of the wage range passed on a 3/0 roll call vote.

A Candy Davis/Jim Burdick motion to set the tenure policy for salary employees to provide step increases at 15, 20 & 25 years at evenly divided steps up to 80% of their wage range with satisfactory level of performance with merit increases for the remaining 20% passed on a 3/0 roll call vote.

POLICY MANUAL AMENDMENTS:

Compensatory Time: Currently the police officers are the only employees offered comp time for over time worked. Staff suggested offering comp time to all employees up to 40 hours. These hours can be paid out at time and a half or banked to be used as time off equal to hours worked.

A Candy Davis/Sarah Braun motion to approve the amendment to section 5.2.1 Compensatory time of the Personnel Policy Manual passed on a 3/0 roll call vote.

In charge Pay: Occasionally the director of a department will need to appoint someone to be in charge when they are out of the office. In charge pay is currently \$0.75 per hour. Our current staff has 2

employees who receive in charge pay for all hours worked. Staff suggests in charge pay be built into the base wage for these employees. For other employees who are put in charge by a supervisor, in charge pay at \$0.75/hour will be added to the wage.

A Candy Davis/Jim Burdick motion to approve the amendment to section 5.5 In Charge of the Personnel Policy Manual passed on a 3/0 roll call vote.

Health Insurance: The Committee recently discussed changing the health insurance premium contribution from a flat rate to a percentage. Currently the employee pays a flat fee which equates to 7.3%. This change will not effect 2022 contributions.

A Jim Burdick/Sarah Braun motion to approve the amendment to section 5.7 Insurance Eligibility and Enrollment; Health Insurance of the Personnel Policy Manual to change employee contributions for health care premiums from a flat rate to 7.3% passed on a 3/0 roll call vote.

Personal Time Off: The change being proposed for the leave time policy is converting vacation, personal and sick time to a PTO bank for all employees hired after December 31, 2011. This policy was drafted to give those employees more flexibility in the use of their leave time. The PTO would be accrued per pay period and would be available with the issuance of their first paycheck.

Jim Burdick would like the PTO Use section to be amended to say the supervisor may ask for documentation when PTO is taken due to illness and there has **not** been prior approval or **has been** denied time off.

A Jim Burdick/Sarah Braun motion to approve amendments to section 5.8.1 Personal Time Off of the Personnel Policy Manual as amended passed on a 3/0 roll call vote.

REORGANIZATION OF CLERK TREASURER POSITION: The current City Clerk/Treasurer will be retiring in February 2022. Staff would like to start the recruitment process for her replacement. There are a couple of alternatives for the reorganization.

The first alternative is to split the Clerk/Treasurer position into two separate positions. This is a more common arrangement in other communities. There are members of the current staff that have been training to be clerk. This would allow for a part time treasurer and another part time position to support with the succession to the Administrator's position.

The second alternative is to keep the position a combined position and advertise for a full time Clerk/Treasurer.

A Candy Davis/Jim Burdick motion to approve splitting the Clerk/Treasurer position passed on a 3/0 roll call vote.

A Jim Burdick/Sarah Braun motion to post the open clerk's position internally passed on a 3/0 roll call vote.

CLOSED SESSION: Candy Davis/Sarah Braun moved to go into closed session pursuant to Wis Stat. 1985(1)(d): “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session”. Consider WPPA union contract. The motion passed on a 3/0 roll call vote.

Being no other business before the Committee, a Candy Davis/Sarah Braun motion to adjourn passed, all voted in favor.

Ramona Flanigan/wjl
City Administrator