

**CITY OF EDGERTON
CITY HALL
12 ALBION STREET
PERSONNEL COMMITTEE**
Monday, June 26, 2023 at 6:00 p.m.

NOTICE: The meeting noticed above will also be live streamed on a Zoom platform: To view the meeting, please select the link to the meeting listed on the **calendar events** on the City website's home page at www.cityofedgerton.com. Due to occasional technical difficulties, citizen participation via Zoom may not be possible.

1. Call to Order; Roll Call.
2. Confirmation of Meeting Notice posted Friday, June 23, 2023.
3. Consider February 1, 2023 minutes.
4. Consider appointment of two Department of Public Works Operators.
5. Consider personnel policy amendments related to comp time, certification pay, and PTO payouts.
6. Staff reports.
7. Adjourn.

cc: Mayor
Department Heads

All Council Members
Newspapers

NOTICE: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone: 884-3341

**FEBRUARY 1, 2023 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Chairperson Candy Davis called the meeting to order at 5:31 p.m.

Present: Jim Burdick, Candy Davis, and Sarah Braun.

Others Present: City Administrator Ramona Flanigan, Municipal Services Director Howard Moser, Mayor Christopher Lund, Aquatic and Recreation Director Anne Gohlke and citizens.

Flanigan confirmed the meeting agenda was properly posted on Friday, January 27, 2023 at the Post Office, Edgerton Library, City Hall and the City's website.

MINUTES: A Jim Burdick/Sarah Braun motion to approve the November 21, 2022 Personnel Committee meeting minutes passed, all voted in favor.

CONSIDER NEW ASSISTANT AQUATIC AND RECREATION DIRECTOR POSITION: Staff is recommending the creation of an Assistant Aquatic Director for the 2023 pool season. It is important that the current Aquatic Director, Anne Gohlke, have the next few seasons to train an Assistant Director in anticipation for the transition after her retirement. Reducing the Aquatic Director's hours would free up budget funds for the new position. Also, having an Assistant would reduce the number of supervisor hours, which would free up additional funding.

If the Committee wishes to create the Assistant Director position, staff recommends an hourly, non-benefited position for 40 hours per week June-August (plus minimal hours in April and May) at \$20/hour.

A Jim Burdick/Sarah Braun motion to approve the creation of an Assistant Aquatic and Recreation Director position with the staff recommendation of \$20/hour passed on a 3/0 roll call vote.

CONSIDER WAGE FOR TREE INVENTORY INTERN: The City was awarded a DNR forestry grant to complete a tree inventory. Staff recommends the City hire a forestry intern to complete the work at a wage of \$18-\$20/hour.

A Candy Davis/Jim Burdick motion to set the tree inventory intern wage at \$18-\$20/hour with a 480 hour limit passed on a 3/0 roll call vote.

Being no other business before the Committee, a Sarah Braun/Candy Davis motion to adjourn passed on 3/0 roll call vote.

Ramona Flanigan/mjd
City Administrator

Memo

To: Personnel Committee

From: Staff

Date: 6/23/2023

Re: June 26, 2023

Compensatory time bank: Currently the policy allows employees to “bank” overtime hours to be used for additional time off. The proposed change to the policy would allow part-time employees to bank hours worked in excess of their regular scheduled hours.

Payout of PTO upon termination: The current policy states that PTO paid out upon termination does not include accrued PTO received upon issuance of the final paycheck. This however depends on the timing of termination since PTO is accrued daily. The proposed change to the policy clarifies that all PTO earned through the employees last day is paid out.

Tenure Advancement for lead management: The current policy uses a merit-based system for department heads (Municipal Services Director, Administrator, Chief of Police) and lead management staff (Clerk and Treasurer). The proposed change would have lead management receive certification pay instead of merit pay. Certification pay is based on approved certifications, licenses, or specialized training. Certification pay would be more applicable to lead management staff.

Amendment to Compensatory time policy to allow non-exempt part-time employees the availability to “bank” hours in excess of regular scheduled hours.

5.2.1 Compensatory time

Non-exempt employees may elect to “bank” **overtime hours worked in excess of regular scheduled hours earned in any week** to a compensatory time bank to be used as additional time off. An employee may carry up to a maximum of forty (40) hours of compensatory time in the compensatory bank. Any compensatory time over forty (40) hours will be paid out. Compensatory banks are refillable.

Compensatory time taken as time off or **that which is paid out** shall be equal to the hours worked to accumulate the compensatory time. **Compensatory time shall be paid at an employee's overtime the pay rate applicable to the time it was earned.** All accumulated compensatory time will be paid out on the first pay period of the new year to prevent carryover compensatory time from one budget year to the next.

Policy regarding PTO balance payout upon termination. Amendment to clarify what hours are eligible for payout.

3. Compensation and Leave Payouts

- Employees resigning from employment with the City are entitled to all pay due for actual hours worked, plus either:
 - the accrued vacation time balance from the previous years' service, or
 - accrued PTO *earned through the last day of employment. not including accrued PTO received upon issuance of the final paycheck.*

Employees resigning from employment are not entitled to unused personal leave.

- Employees who are eligible to receive retirement from the Wisconsin Department of Employee Trust Funds or the estate of a deceased employee are entitled to pro-rata vacation payout for the current year. Pro-rata vacation time is computed at the rate of 1/12th the employee's last vacation entitlement times the number of months worked since their last vacation entitlement date.
- Employees terminating voluntarily shall not be allowed to use or be paid for used sick leave or PTO during the last week of employment without a written and signed doctor's excuse.
- Employees who terminating voluntarily who are not eligible for an annuity from the Wisconsin Department of Employee Trust Funds shall forfeit unused accumulated sick leave or PTO Leave of Absence Bank (section 5.8.1) balances.
- Employees who are eligible to receive an annuity from the Wisconsin Department of Employee Trust Funds may convert his/her accumulated sick leave or PTO Leave of Absence Bank balance into paid-up health insurance equal to 65% of the value of the balance accumulated or receive a cash payout equal to 50% of the value of balance accumulated.

The value is determined by multiplying the total hours of sick leave or PTO Leave of Absence Bank accumulated times his/her hourly rate at the time of retirement.

For balance that is converted to paid-up health insurance, the City will pay the health insurance until the accumulated value is depleted. Upon death of a retiree, the unused accumulated value may be applied to health insurance premiums through the Wisconsin Department of Employee Trust Funds for the spouse and/or qualifying dependent children until the accumulated value is used or a maximum of three (3) years, whichever occurs first.

For a balance that is paid out, the payout will be made with the last paycheck the employee receives.

Once a retiree elects and begins receiving paid health insurance premiums, he/she is not allowed to change any remaining balance to a cash payout.

- Unused accumulated sick leave balances shall be handled in accordance with union contract for represented employees.

Policy regarding tenure advancement. Amendment to include lead management with non-exempt employees to receive certification pay instead of merit pay.

6.4 Salary and Classification Plan

Pay Plan

All non-represented employees are compensated in accordance with the City's current Salary Resolution. The Salary Resolution is maintained by the City Administrator and updated annually upon recommendation of the Committee and approval by the Council.

Annual Increases

1. **Across the Board:** The City reviews salaries of non-represented employees on an annual basis. The City Council shall determine the across the board annual increase for non-represented employees and communicate this to the City Administrator prior to commencing the annual increase process. In determining the across the board increase the Council shall consider among other factors, the cost of living, the increases given to represented employees and the financial position of the City.
2. **Wage Ranges:** The Committee will establish appropriate pay ranges for each position considering the employee's job responsibilities by reviewing compensation packages of the following: employees in similar communities having like job responsibilities and other non-exempt employees within the City. Pay ranges are not based on individual performance and longevity.

The City reserves the right to place newly hired employees within the wage range based on previous experience.

3. **Tenure Advancement;** The City may offer tenure based wage increases subject to an acceptable performance evaluation by the employee's supervisor and the financial position of the City.

Tenure increases for non-represented, non-exempt *and lead management* employees will be as follows:

- Annual step increases for the first 10 years of service to attain 25% of the adopted pay range at the 10th year of service. For this section, years of service is based on the earlier of either 2080 hours worked or every two years.
- Step increases at 15, 20 and 25 years so that the employee attains 80% of the approved wage range at 25 years of service.
- Certification Pay for approved certifications, licenses, or specialize training equaling up to 20% of the pay range. Certifications must be maintained to remain eligible for certification pay. To be eligible for Certification Pay, all courses must have prior approval from a Supervisor.

Tenure Increases for department heads ~~and lead management staff~~ will be as follows:

- Annual step increases will be provided for the first 10 years of service to attain 25% of the adopted pay range at the 10th year of service. For this section, years of service is based on the earlier of either 2080 hours worked or every two years.
- Step increases at 15, 20 and 25 years so that the employee attains 80% of the approved wage range at 25 years of service.
- Merit pay equaling up to 20% of the pay range. Merit pay will be based on the employee performance rating from the employee performance evaluation procedure (see Section 4.7). Based on this information, the Committee will determine the appropriate wage for the individual.

4. Working supervisors in the Police Department will be given salary increases in accordance with the approved salary resolution.
5. Current employees promoted to a higher-level position shall be considered a new employee regarding the tenure (step) calculation, unless the Committee decides to consider all or a portion of the employee's previous, relevant experience in a lower-level position.