

NOTICE

The City of Stoughton will hold a Meeting of the **Personnel Committee** on **Monday, June 22, 2009 at 6:00 p.m.** in the **Hall of Fame Room, City Hall, 381 E. Main Street, Stoughton, Wisconsin.**

AGENDA:

1. Call to order.
2. Personnel Committee minutes of May 21, 2009.
3. Communications.
4. ****Meet with Department Heads to review union contracts and discuss upcoming union negotiations.**
5. Request and approval to fill vacant case worker position at the Senior Center.
6. Request for position description and wage scale amendments for the Opera House Event Coordinator position.
7. Discuss and review evaluation procedure and forms.
8. Discussion of human resource/incentive fund budget.
9. Identify future agenda Items.
10. Adjournment.

******The Meeting May Close Per State Statute 19.85(1)(e), 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, and then reopen for the regular course of business.***

Ron Christianson
Chair
6/17/2009

Sent To:

Steve Tone
Ron Christianson
Greg Jenson
Rollie Odland

Cc: Mayor Jim Griffin
City Clerk Luann Alme
City Attorney Matthew Roethe
Council Members
Department Heads
Stoughton Newspapers/Wisconsin State Journal
Pili Hougan, Deputy Clerk/Confidential Secretary (e-mail)
Tamarah Bader-Fleres/Diane Reinstad (e-mail)
Debbie Myren (e-mail)

Note: For security reasons, the front doors of the City Hall Building (including the elevator door) will be locked after 4:30 p.m. If you need to enter City Hall after that time, please use the Fifth Street entrance or if you are physically challenged and are in need of assistance, please call 873-6677 prior to 4:30 p.m.

NOTE: AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL

PERSONNEL COMMITTEE YEARLY CALENDAR

January

* Review work rules – incorporate any changes that may need to be addressed due to union negotiations as appropriate.

February

March

April

*Review compensation/wage scales to determine if any need to go out for comparisons.

May

*Review union contracts – identify if any will be negotiated for the following year.

*Discuss with Council any forthcoming negotiations.

June

*Review position descriptions, wage scales, organizational charts for inclusion in following year's budgeting process.

July

*Review comparisons for compensation/wage scales if any were conducted prior to budgeting process.

August

*Give direction regarding non-represented wages for following year for budgeting purposes.

*Make recommendation to Council regarding non-represented wages if possible.

September

October

November

December

*December meeting is typically cancelled.

ITEM

#2

PERSONNEL COMMITTEE MEETING MINUTES

Thursday, May 21, 2009 – 6:00 p.m.
Giles Dow Room, City Hall

Present: Alderpersons Steve Tone, Ron Christianson, Greg Jenson and Rollie Odland.

Others Present: City Clerk/Personnel Director Luann Alme, Mayor Jim Griffin, and Utilities Director Robert Kardasz.

Call to Order: The meeting was called to order at 6:00 p.m. by Chair Ron Christianson.

Personnel Committee minutes of May 21, 2009: Moved by Tone, seconded by Odland, to approve the minutes as amended by the Committee at this meeting. Motion carried unanimously.

Communications: Mayor Griffin gave a verbal report on the Legislative lunch he attended on May 20th regarding State budget concerns, the State letter to unions asking to reopen contracts and have no pay increases, etc. City Clerk Alme gave a verbal report on the Clerk's Office activities.

Discuss and Review Evaluation Procedure and Forms and Merit Performance

Policy: The Committee discussed and reviewed options of evaluation forms and merit performance policies. The Committee directed Mayor Griffin and City Clerk/Personnel Director Alme to bring back a final recommendation on an evaluation form and policy for approval.

Review Union Contracts and Discuss Upcoming Negotiations: The Committee directed City Clerk/Personnel Director Alme to invite the Department Heads to the June 22, 2009 Personnel Committee and indicated that the meeting is mandatory.

Identify Future Agenda Items: evaluation procedure/form, merit performance policy, review of current union contracts/meeting with department heads and human resource/incentive fund budget.

Adjournment: Moved by Tone, seconded by Christianson, to adjourn at 7:40 p.m. Motion carried unanimously.

Luann J. Alme
City Clerk/Personnel Director
f:/common/clerksoffice/minutes/personnel5-21-09

ITEM

#4

Good Morning ~

The Personnel Committee has asked that you attend the June 22, 2009 Personnel Committee Meeting to discuss union contracts/union negotiations. The Personnel Committee has indicated that this meeting is mandatory.

If you have any questions, please let me know.

Thanks and have a good day.

Luann

Luann J. Alme
City Clerk/Personnel Director
City of Stoughton
608-873-6692 phone
608-873-5519 fax
population 12,865

ITEM

#5

June 8, 2009

Memo to Personnel Committee

From: Cindy McGlynn, Director - Stoughton Area Senior Center

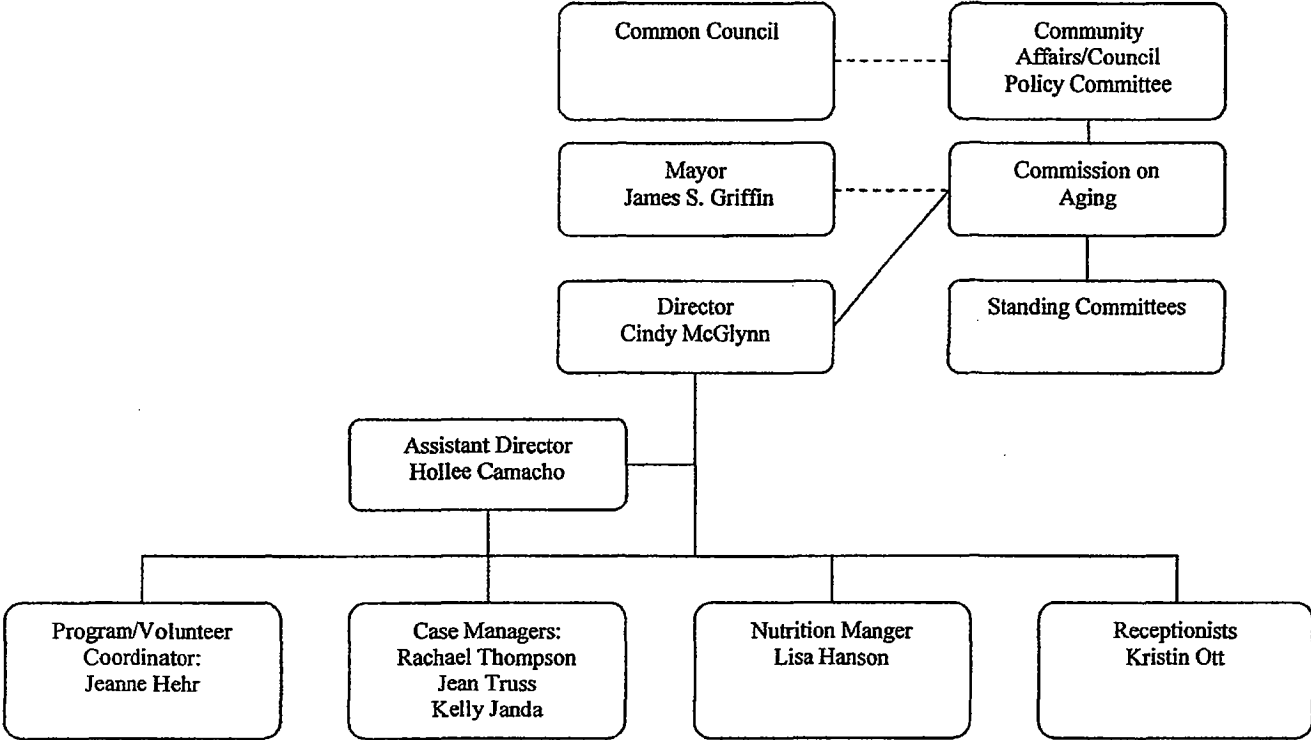
Regarding: Hiring Case Manager position that will be vacant at Senior Center

One of the full time Case managers will be retiring June 30, 2009. I am requesting permission to fill this position.

I appreciate your consideration and look forward to meeting with you on this matter.

Cindy McGlynn
Stoughton Area Senior Center

City of Stoughton Senior Center



**City of Stoughton
Position Description**

Name: _____ **Department:** Area Senior Center
Position Title: Elderly Services Case Manager **Pay Grade:** _____ **FLSA:** N
Date: December, 1998 **Reports To:** Director

Purpose of Position

The purpose of this position is to perform outreach tasks to elderly potential clients to assist in determining eligibility for financial, medical, nutritional, transportation services for the Stoughton Senior Center.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Interviews potential clients, families, neighbors and friends to determine need and type of service(s).
- Acts as advocate for elderly and/or frail. Plans housing options including in-home with supplemental services such as home health care, housekeeper, etc.; CBRF; and nursing home placements.
- Needs to be an inwardly motivated self-starter using creativity and insight in dealing with clients.
- Acts as advocate for funding sources in regards to abuse of such sources.
- Assesses client need for meals on wheels and for cessation of program.
- Informs seniors and general public of available services.
- Completes housing applications for clients and assists them in gathering eligibility determining information.
- Assesses client need for occupational/physical/speech therapy and mobility services and makes references as appropriate.
- Monitors services and discusses same with client and clients' families. Assesses need for change of services.
- Reports elder abuse to appropriate authorities.
- Refers clients to appropriate person/agency to resolve housing and Medicare/Medical Assistance and insurance problems. Refers clients to legal advice when needed.
- Prepares correspondence, reports and forms regarding outreach activities.
- Recruits guardians or power-of-attorney when appropriate.
- Maintains knowledge of available services and resources for elderly. Attends relevant in-service training, seminars and workshops.
- Certification in CPR.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Photocopies assessment forms.
- Attends support group and community group meetings to explain outreach activities.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and vocational/technical training or Associate degree in a human services or aging services field or related area with three years related experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. A valid Wisconsin driver's license required. At least 30 wpm typing with ease in working with Windows and adaptable programs. A well functioning automobile to be used extensively while working.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure and/or sort, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as financial statements, COP assessment information and forms, police reports, assistance and services application forms, referrals information, hospital discharge information, elder law manual, Medical Assistance manuals, case management manuals, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with clients, clients families/guardians, Senior Center personnel, medical care providers, nursing home personnel and social workers.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

- Ability to maneuver and steer equipment and machinery requiring simple but continuous adjustments, such as

**City of Stoughton
Position Description**

Elderly Services Case Manager

photocopier, computer keyboard/typewriter, calculator/adding machine and telephone.

- Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of sounds, tastes and odors associated with job-related objects, materials and ingredients.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as disease may cause discomfort and poses little risk of injury.
- Need to be in and out of car in temperature extremes.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Council Approved 1-12-99

ITEM

#6

M E M O R A N D U M

DATE: June 3, 2009
TO: Personnel Director Luann Alme
CC: Mayor Jim Griffin
FROM: Deputy Clerk Pili Hougan
RE: Personnel Agenda Items referred from the Community Affairs/Council Policy Committee meeting of June 2, 2009.

Attached please find items referred to Personnel Committee from the Community Affairs/Council Policy Committee meeting of June 2, 2009:

- Request for staffing adjustment-Opera House Event Coordinator Position.

Please let me know if you have any questions or need anything further. Thanks.

:mph

COMMUNITY AFFAIRS/COUNCIL POLICY MEETING MINUTES

June 2, 2009 @ 6:00 p.m.

Hall of Fame Room, City of Stoughton, WI

MEETING WAS HELD WITHOUT A QUORUM

Present: Alderpersons Paul Lawrence, Eric Olstad, Utilities Director Bob Kardasz, Mayor Griffin, Finance Director Laurie Sullivan, Senior Center Director Cindy McGlynn, Parks & Recreation Director Tom Lynch.

Guests: Alderperson Steve Tone and Beth Anderson.

Absent & Excused: Alderpersons Larry Weiss and Carl Chenoweth.

Call to Order: Alderperson Lawrence called the meeting to order at 6:00 p.m.

Committee Minutes of May 5, 2009:

Motion by Lawrence, second by Olstad to table the minutes to the next CA/CP meeting on July 7, 2009. Motion carried.

Review and discussion of the Municipal Building Use Policy and the current use of the Youth Center facility by the school districts: Alderperson Lawrence explained he wanted this item added to the agenda for review and consideration to include a change in the policy which notify the staff involved when the building would be used by an outside party. Further discussion followed. Motion by Lawrence, second by Olstad to direct staff make the recommended changes to the Municipal Building Use Policy and bring back to the next CA/CP meeting. Motion carried.

Discussion of reorganizing the Utilities Committee to a Utilities Commission: Moved by Lawrence, seconded by Olstad to table this item to the next CA/CP meeting. Motion Carried.

Request for staffing adjustment-Opera House Event Coordinator Position: Media Services & Opera House Director Bill Brehm presented the proposed revisions to the current Opera House Event Coordinator Position. He would like consideration to support and approve the proposed changes to the position, which includes the position title changed to Opera House Assistant Director, changes to the position description, and a wage scale change to support the added responsibilities with this position. He would like this position to be fully budgeted from the Opera House budget, where currently it's paid at 75% by the Opera House and 25% by the Media Services. Further discussion followed. Moved by Lawrence, seconded by Olstad to recommend moving forward with the Opera House Event Coordinator position changes to the Personnel Committee. Motion carried.

Review and Discussion of the Agenda Items Placement Policy-Specific to time sensitive items: Moved by Lawrence, seconded by Olstad to table this agenda item to the next CA/CP meeting. Motion Carried

Review and approval of the policy regarding Alderperson Net-books: Finance Director Laurie Sullivan explained the policy; she noted there are a few changes to the policy which need to be made before it can be presented to Council. City attorney Matt Roethe reviewed and approved the policy. Sullivan noted she would like to reference "Council Conduct" in the policy, and the Net-books are still applicable to the open records policy. Mayor Griffin stated the Net-books are a cost saving incentive to the City. Moved by Lawrence, seconded by Olstad, to direct staff to make the changes to the policy and recommend to Council for approval. Motion carried.

Memorandum

May 7th, 2009

To: Opera House Board, Cable Commission,
Community Affairs & Council Policy Committee
From: Media Services and Opera House Director, William H. Brehm
Re: Requested Staffing Adjustments - Event Coordinator Position

In order to facilitate continued progress toward ensuring the long-term sustainability of the Opera House while also maximizing resources in the Media Services Department to match the need throughout all City departments for increased technology support, I am asking that you support and approve the following requests.

In the proposed revisions to the Opera House Event Coordinator position description/title/wage scale:

- The position title has been changed to Opera House Assistant Director. This title more accurately reflects the dynamic and broad role this position plays in the overall operations of the Opera House and is consistent with positions with similar levels of responsibility among City staff. This title change is also important and helpful in establishing contact and working relationships with the many agencies and individuals the person in this position comes into contact with through the performance of their duties.
- Several items have been added to the description. The 2008-2009 performance season at the Opera House was the most ambitious to date and these items address duties that have become prominent and routine as the position has continued to evolve. These duties are now considered essential.
- The section of the description assigning Administrative Assistant duties in the Media Services Department has been removed entirely. A major component of achieving sustainability at the Opera House will be an increase in contracted performances, events, and rentals. Additionally, profit potentials will continue to grow through well negotiated contracts, sponsorship solicitation, grant writing, and other fundraising efforts. The 2009-2010 Opera House season has been booked with this strategy in mind and currently boasts nearly double the number of major contracted performance events. In order to ensure success it is necessary that the duties of this position be allocated 100% to the Opera House.
- The wages for this position are currently paid 75% by the Opera House and 25% by the Media Services Department with 100% health benefits paid by the Opera House. The changes in this description will require that the Opera House budget for 100% of wages - resulting in a savings in Media Services permanent hourly wages. My proposal is to reallocate the savings into part-time wages and extend a larger number of staff hours from this qualification towards technology support - thereby affording myself the ability to absorb the duties previously assigned under the Administrative Assistant section of this position description. This also lays the groundwork for the eventual evolution/addition of a position in Media Services devoted entirely to technology support and addressing the inevitable increased need in this area.
- The current wage scale is not competitive to retain an employee with the qualifications required for this position. I am proposing that this position be moved into the same wage scale as the Assistant Director of the Senior Center as that position is very comparable in the level of responsibility assigned.

My request is that the proposed changes in this job description, wage scale, and funding structure occur on July 1st as to be in place at the beginning of the Opera House Performance Season. For this reason I am requesting two Budget Amendments:

- Reallocation of \$4,862 savings in 2009 permanent hourly wages to the part-time hourly category in the 2009 Media Services Budget.
- An increase of \$9,742 in the budgeted 2009 Opera House hourly wages.

At your request I am available to discuss these proposed changes further.

DRAFT MINUTES - TO BE REVIEWED AT JUNE 8TH MEETING

Opera House Board Meeting
Monday May 11th, 2009; 11:00am
City Hall – Hall of Fame Room

Present: President Danny O’Sullivan , Vice President John Beutel, Mary-Carel Verden,
Tom Novak, Brad Bensman, Vicki Raymond
Absent & Excused: Ross Scovotti,
Absent:
Staff: Bill Brehm, Director of Opera House/Media Services
Christina Dollhausen, Event Coordinator
Jim Griffin, Mayor

1. The meeting was called to order by President O’Sullivan at 11:01am
2. O’Sullivan announced retirement from OH Board, this being his last meeting.
3. Moved by Beutel, seconded by Bensman to nominate Mary Carel Verden for OH Board President, Motion passed unanimously by acclamation.
4. Moved by Bensman seconded by Novak to nominate Ross Scovotti for OH Board Vice President, Motion passed unanimously by acclamation.
5. Moved by Beutel, seconded by Novak that Minutes of April 13, 2009 be accepted as presented. Motion passed unanimously by acclamation.
6. Brehm presented a Directors Report regarding current projects at the Opera House.
7. Financial update was presented: Spring ticket sales strong. Working to develop alternate accounting reports for a July-July fiscal calendar.
8. Ticket sales update was presented. Brehm projects a high volume of Ticket sales for Fall.
9. Summer Projects were discussed: Seat Repair, Seat Cushions, Fire Curtain, Paint touch up, Stage refinishing – either this summer or next. Speaker/Monitor purchase in the next few months.
- 10. Regarding the proposal to change the Opera House Event Coordinator job description/title/wage scale and funding structure:
*Moved by Novak, Seconded by Beutel to approve changes to the Opera House Event Coordinator position description/title/wage scale and funding structure as presented and recommend to the Cable Commission and the Community Affairs & Council Policy Committee their approval and recommendation for approval by the Finance and Personnel Committees. Motion passed unanimously by acclamation.
11. Future Agenda Items: New OH Board Member Appointee, July-July Finance reports.
12. Future Meeting Dates: June 8th , 2009 - Hall of Fame Room @ 10:00 am
13. A motion to adjourn was made at 12:30 pm by Novak, seconded by Beutel. Motion carried unanimously by acclamation.

Respectfully submitted,

Christina Dollhausen
Event Coordinator, Stoughton Opera House

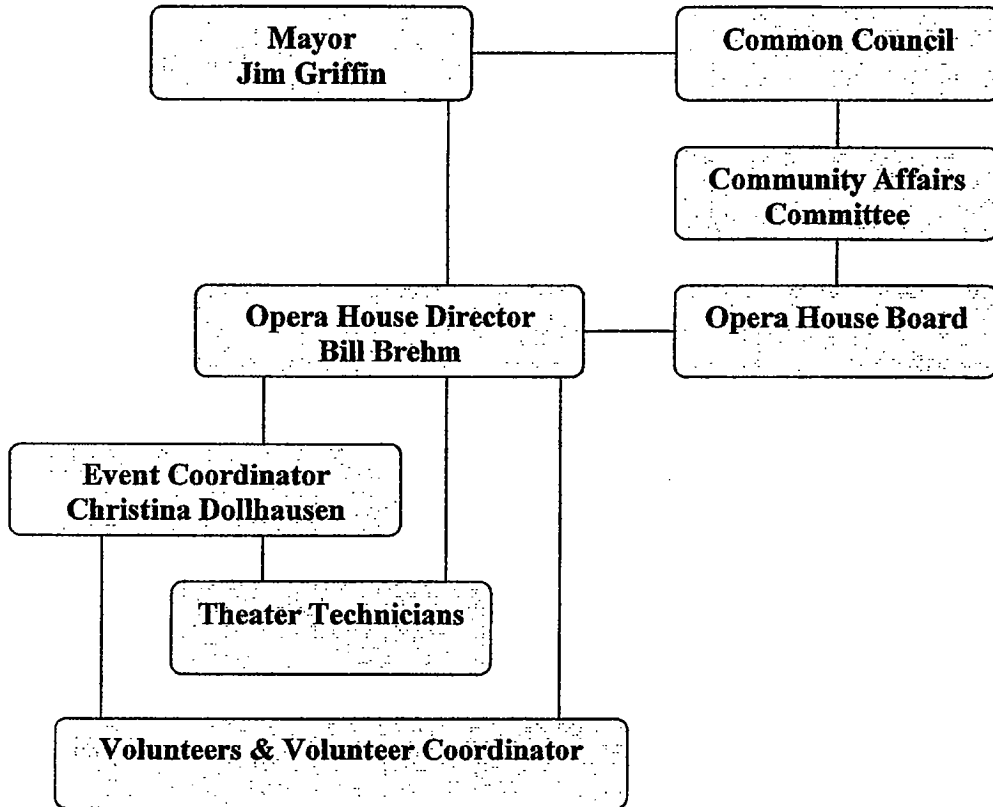
DRAFT MINUTES TO BE APPROVED ON JUNE 11TH, 2009
Cable Commission Meeting Minutes
Thursday, May 21, 2009 4:00pm
City Hall, Hall of Fame Room

Present: Henry Verden, Greg Jensen, Bill Mansfield, Mayor Jim Griffin
Absent:
Staff Present: Media Services Director Bill Brehm
Christina Dollhausen, Administrative Support

1. The meeting was called to order by Brehm @ 4:07 pm.
2. Election of Cable Commission Chair. Motion was made to nominate Greg Jensen for Chair. Nomination was approved by unanimous acclamation.
3. Jensen entertained nominations for Vice Chair. Motion was made to nominate Bill Mansfield. Nomination was approved by unanimous acclamation.
4. Motion by Verden to approve the minutes of 4/16/09, seconded by Mansfield. Motion was approved by unanimous acclamation.
5. Director Brehm gave an update regarding current productions and activities in the Media Services Department.
Dance Recital Coverage has begun - Syttende Mai received more coverage than past years, WSTO went Live with the Hall of Fame Ceremony & parades with much positive feedback - Plans for coverage of SHS Graduation are underway. The new City website is set to launch next week.
6. Financial Update was presented by Director Brehm. Moved by Mansfield to accept the financial update as presented, seconded by Verden. Motion was approved by unanimous acclamation.
7. Proposal to change Opera House staffing hours and job description/title/wage scale for Opera House Event Coordinator position.
A brief question and answer period ensued. Moved by Mansfield, seconded by Verden to recommend to the Community Affairs – Council Policy Committee to review and approve/recommend Directors proposal to eliminate Media Services Administrative Assistance from the Opera House Event Coordinator position description and reallocate saved funds to part-time hourly wages in the Media Services budget. Motion was approved by unanimous acclamation.
8. Future agenda items: VHS to Digital Archiving Project, Charter Impact, Quarterly Report in June, Discussion to clarify Cable Commission and Opera House relationship, suggestions to fill empty seat on cable commission.
9. Future Meeting Date: Thursday June 11th, 2009 @ 4:00pm
10. A motion was made by Mansfield, seconded by Verden to adjourn the meeting at 5:10 pm.

Respectfully Submitted,
Christina Dollhausen
Administrative Support

City of Stoughton Opera House



**City of Stoughton
Position Description**

Name: _____ **Department:** Opera House
Position Title: ~~Opera House Event Coordinator~~ **Pay Grade:** _____ **FLSA:** N
Opera House Assistant Director
Date: December 2007 **Reports To:** Opera House Managing Director

Purpose of Position

The purpose of this position is to perform administrative ~~and other~~ functions as required ~~directed~~ to assist the ~~Director of Media Services and~~ Opera House Managing Director in the ~~day-to-day~~ overall operations of the Opera House ~~as well as the Media Services Department.~~

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Process ticket orders and produce ticket sales reports.
- Reply to inquiries regarding events and tickets from the public and media.
- Monitor events and fill in for volunteers when necessary.
- Assist Director with the coordination, planning, and implementation of fundraising activities, membership drives, promoting and marketing the Opera House facilities and programs to the public.
- Process memberships.
- Assist Work in Cooperation with the Director with in the supervision supervising, training, and management of managing and directing permanent part-time and part-time hourly employees as well as volunteers for all events.
- Develop and maintain Opera House master calendar for use of by the facility.
- Assist Director with researching and writing grants and sponsorship proposals; soliciting sponsorship, gifts, and other types of support; and developing and fostering community partnerships.
- Assist Director in presenting informational material regarding the Opera House facilities and programs effectively to community groups, the media and the general public.
- Assist Work in Cooperation with the Director with in the selection selecting, scheduling, and ~~promoting~~ promotion of the Opera House performance series.
- Assist Director with overseeing and approving the production and distribution of all Opera House publications and creating a marketing plan and schedules.

~~Opera House Event Coordinator~~

Opera House Assistant Director

- Communicate effectively with facility performers, staff, citizens and the general public.
- **Manage, develop, and maintain documentation related to all facility use – including contracts, agreements, and invoices for performing groups, renting organizations and other individuals for approval by the Opera House Director.** Coordinate rental of facility, develop and maintain rental contracts and agreements and invoice per contract agreement. Conduct correspondence for renting organizations, performing groups, and other users. Prepare financial statements for events taking place at the facility.
- **Oversee marketing, bookings, contracts, rehearsals, hospitality arrangements, and technical needs for all wedding engagements at the Opera House.**
- **Review and negotiate terms of hospitality riders associated with performing groups for review by the Opera House Director and oversee implementation in a manner consistent with contractual obligations with artists.**
- **Assist the Opera House Director in the implementation of negotiated technical riders in a manner consistent with contractual obligations whenever required.**
- Perform related office administrative tasks, correspondence and filing.
- Ensure box office operations are current and operational.
- ~~Supervise part-time and technical staff and volunteers in Director's Absence.~~
- Perform other duties as directed by the **Opera House Director**. Director or Opera House Board.

Administrative Assistant – Media Services

- ~~Perform office administrative tasks, correspondence and filing.~~
- ~~Assist Director with fundraising activities and promotion.~~
- ~~Assist Director with organizational tasks associated with contracted video production services.~~
- ~~Assist the Director and Production Supervisor in the supervision of part-time employees and volunteers.~~
- ~~Perform other duties as directed by the Director or Cable Commission.~~

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and vocational/technical training in secretarial/office procedures, with two to three years responsible clerical **arts administration** experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.
-
-

~~Opera House Event Coordinator~~
Opera House Assistant Director

- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as invoices, bid sheets, meeting packets and minutes, lists, manuals, catalogs, procedures, guidelines and non-routine correspondence.
- Ability to communicate effectively with the Director, other City departments, vendors, volunteers, performers and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Judgment and Situational Reasoning Ability

- Requires the ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Physical Requirements

- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer keyboard/typewriter, calculator/adding machine, telephone, etc.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Ability to exert light physical effort in sedentary to light work associated with office work.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environment factors poses little risk of injury.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

~~Opera House Event Coordinator~~
Opera House Assistant Director

Council Approved December 11, 2007

Currently:

OH Event Coordinator
 Rate: \$15,74
 Compares to:
 Union Admin Assist

	BASE	MISC.INCL.	TOTAL	RETIREMENT	FICA	LIFE/INC.	HEALTH	
	2009	LONGEVITY		PD BY CITY	PD BY CITY	CONTR.INS	DENTAL	Total
Opera House	\$ 24,554	\$ 150	\$ 24,704	\$ 2,866	\$ 1,890	\$ 195	\$ 13,495	\$ 43,150
Cable	\$ 8,185	\$ -	\$ 8,185	\$ 949	\$ 626	\$ -	\$ -	\$ 9,760
Total	\$ 34,748	\$ 150	\$ 32,889	\$ 3,815	\$ 2,516	\$ 195	\$ 13,495	\$ 52,910

Proposed: 2009 Budget Change

OH Event Coordinator
 Assistant Director
 Rate: \$17,98
 Compares to:
 Asst Dir-Sr. Center

	BASE	MISC.INCL.	TOTAL	RETIREMENT	FICA	LIFE/INC.	HEALTH	
	2009	LONGEVITY		PD BY CITY	PD BY CITY	CONTR.INS	DENTAL	Total
Opera House	\$ 32,724	\$ 150	\$ 32,874	\$ 3,813	\$ 2,516	\$ 195	\$ 13,495	\$ 52,892
Cable: 7/1-6/30	\$ 4,092	\$ -	\$ 4,092	\$ 475	\$ 313	\$ -	\$ -	\$ 4,860
Total	\$ 38,825	\$ 150	\$ 36,986	\$ 4,288	\$ 2,828	\$ 195	\$ 13,495	\$ 57,772

2009 Wage Increase = \$ 4,077
 12.40%
 Total 2009 Budget Increase = \$ 4,862

OH Event Coordinator
 Asst. Director - Sr. Center

Start	1 year	2 year	3 year	4 year	2009 step
\$14.60	\$14.96	\$15.36	\$15.74	\$16.14	3
\$17.98	\$18.44	\$18.91	\$19.40	\$19.90	4

Proposal
 Asst. Director - Op House

2009	1 year	2 year	3 year	4 year	2009 step
\$17.98	\$18.44	\$18.91	\$19.40	\$19.90	start

Budget Amendment:

Opera House budget increases by \$9,742.00
 Cable Budget decreases by \$4,880.00
 Net Increase of \$ 4,862.00

2009-2010 Opera House Season Financial Projection

	July	August	September	October	November	December	January	February	March	April	May	June	2009-2010
Management Salaries	\$693.33	\$693.33	\$693.33	\$693.33	\$693.33	\$693.33	\$693.33	\$693.33	\$693.33	\$693.33	\$693.33	\$693.37	\$8,320
Hourly Wages	\$2,876.80	\$2,876.80	\$2,876.80	\$2,876.80	\$2,876.80	\$2,876.80	\$2,950.40	\$2,950.40	\$2,950.40	\$2,950.40	\$2,950.40	\$2,950.40	\$34,963.20
Part-Time Hourly			\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$9,600
Non-Health Benefits	\$787.67	\$787.67	\$787.67	\$787.67	\$787.67	\$787.67	\$892.69	\$892.69	\$892.69	\$892.69	\$892.69	\$892.69	\$10,082.16
Health Benefits	\$1,124.58	\$1,124.58	\$1,124.58	\$1,124.58	\$1,124.58	\$1,124.58	\$1,203.30	\$1,203.30	\$1,203.30	\$1,203.30	\$1,203.30	\$1,203.30	\$13,967.28
Contracted Services													
Equipment/Repair													
Restoration													
Misc. Expenses													\$141
Planning Dept. Memberships													141
Operations	\$3,000	\$445.84	\$205.23	\$1,125.72	\$62.17	\$142.29	\$147	\$187.10	\$171.12	\$580.63	\$910.76		\$6,977.86
Supplies													\$231,500
Event Expenses	\$1,306.91	\$23,472	\$1,842.29	\$2,650				\$1,991.18					\$31,262.38
Annual Publication													\$16,000
Sales Tax													
Total Expenses	\$9,789.29	\$29,400.22	\$8,729.90	\$10,458.10	\$6,744.55	\$6,824.67	\$7,086.72	\$9,118	\$7,110.84	\$7,520.35	\$6,791.48	\$5,739.76	\$362,813.88
Ticket Sales													\$321,375
Other Taxable Sales													\$38
Memberships	\$2,525	\$1,850	\$535	\$625	\$1,450	\$60	\$800	\$1,000	\$25	\$100	\$350		\$7,520
Annual Publication	\$1,675		\$1,300	\$6,925		\$1,015							\$12,715
Tax Exempt Sales	\$1,529	\$1,300	\$850	\$1,100	\$678.75			\$900	\$250	\$480	\$1,530		\$8,617.75
LGP Interest													0
Donations													\$6,000
City Contribution													15000
OH Equip/Repair													0
Total Revenues	\$5,729	\$3,150	\$2,713	\$8,650	\$2,128.75	\$11,075	\$5,800	\$1,900	\$285	\$580	\$1,880		\$371,265.75

ITEM

#7

VII. EMPLOYEE CONDUCT AND JOB SAFETY

Position Descriptions

Each full time and permanent part time employee will be given a copy of their position description within one week of employment, job change or promotion which details the requirements and expectations of the position for which the employee was hired or reassigned. The employee will sign a statement indicating agreement with and understanding of the position description. This position description may be reviewed and updated periodically as needed. When changes are made, the employee will be given an updated copy and will sign a statement indicating agreement with and understanding of the position description.

Performance Reviews

Performance reviews are normally conducted annually with the exception of a review at the end of an employee's trial period. All performance reviews are based on merit, achievement, job description fulfillment and performance in the position. Reporting supervisors will review and discuss the review with each employee.

Job Safety

The City recognizes that safe working conditions are of prime importance and will continue to take every reasonable precaution to protect the safety and health of the employees at their work. Employees shall keep their work place neat, clean and orderly. Safety equipment provided by the City must be used whenever appropriate. No employee-owned personal safety equipment should be used without prior approval of the Supervisor and/or Department Head. Employees shall use all safety equipment/devices applicable to the duties they are performing. It is the employee's responsibility to learn the locations of all safety and emergency equipment. All required safety equipment will be provided by the City and employees will be responsible for the reasonable upkeep of this equipment. Any problems with or defects in equipment should be reported immediately to the employee's supervisor.

In the interest of safety, all employees excluding the office staff, must wear long pants and a shirt throughout the workday. Safety shoes must be worn at the direction of the Department Head. Department Heads have the authority to make seasonal adjustments in clothing requirements.

Safety Glasses

The City reserves the right to require the use of eye protection for employees. In such cases, the City will provide the appropriate type of safety glasses for the duties performed. The employee is responsible for the cost of any non-essential feature. When safety glasses are required and safety glasses other than the safety glasses

Current evaluation form

City of Stoughton, Clerk's Office

Employee Name: _____ Evaluator Name: _____

Date of Evaluation: _____ Time Period (from & to): _____

Evaluators first and overall impression, concerns and comments:

Knowledge of Work:

Quality of Work:

Quantity of Work:

Cooperation:

Dependability:

Punctuality and Attendance:

Personal Goals:

Personal Accomplishments:

Personal Development to Achieve Goals:

Department Goals:

Department Accomplishments:

Performance Obstacles:

Concepts to Remove Obstacles:

Employee comments:

Employee Signature: _____ Date: _____

My signature above does not necessarily mean that I agree with the rating. It does, however, signify review of its contents and also opportunity to discuss any questions that I might have with the review.

Evaluator: _____ Date: _____

DRAFT

DRAFT

DEPARTMENT HEAD ANNUAL PERFORMANCE APPRAISAL

Appraisal Date:

07/01/2009

Appraisal Score:

51.5

EMPLOYEE INFORMATION:

Employee:

Luann Alme

Job Title:

City Clerk / Personnel Director

Supervisor:

Mayor

Department:

Clerk / Personnel

Evaluated By:

Jim Griffin

Last Appraisal:

07/01/2009

GUIDELINES FOR PERSONAL ATTRIBUTES APPRAISAL:

People development requires a supervisor's complete objectivity and willingness to discuss progress, plans, and attitudes openly and positively. This report should be the basis for a meaningful, two-way communication. Provide quantitative data and specific examples wherever possible in the space for comments. Place the corresponding number from the rating guide in the box for each appraisal attribute. The rating guide number may be used in .5 increments, i.e., 3.0, 3.5, 4.0, etc., to more precisely reflect an employee's performance level for each attribute.

RATING GUIDE:

EXCEPTIONAL (5):

Consistently exceeds all relevant performance standards. Provides leadership, fosters teamwork, is highly productive, innovative, responsive and generates top quality work. Active in industry-related professional and/or community groups.

EXCEEDS EXPECTATIONS (4):

Consistently meets and often exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, has strong technical & interpersonal skills or has achieved significant improvement in these areas.

MEETS EXPECTATIONS (3):

Meets all relevant performance standards. Seldom exceeds or falls short of desired results or objectives. Lacks appropriate level of skills or is inexperienced. Still learning the scope of the job.

BELOW EXPECTATIONS (2):

Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has declined significantly, or employee has not sustained adequate improvement, as required since the last performance review or performance improvement plan.

NEEDS IMPROVEMENT (1):

Consistently falls short of performance standards.

NOT APPLICABLE (0):

This category does not apply to this person's appraisal.

PERSONAL ATTRIBUTES

Category Score: **50.0**

1 Planning and Organizing

Score: **5.0**

The ability to plan own work, to establish priorities of projects, to set and meet goals, to institute proper interim and final checks, to control flow of projects and to identify obstacles; the ability to coordinate individual work priorities with those of others.

Comments: Xxxx

2 Human Relations / Interpersonal Skills

Score: **5**

Effectiveness in dealing with people at all levels; the ability to recognize and adapt to the work styles and needs of co-workers and others. The ability to work as part of the "team". Is sensitive to the needs, feelings and capabilities of others. Approaches others in a non-threatening manner and treats them with respect.

Comments: Xxxx

3 Decision Making

Score: **5**

The ability to analyze, synthesize, evaluate and make decisions; exhibition of creative thinking; ability to grasp new concepts; ability to consider and accept opposing viewpoints.

Comments: Xxxx

4 Knowledge and Quality of Work

Score: **5**

The ability to perform the full range of duties required of the position with accuracy, thoroughness; the ability to integrate the various job tasks and to accept new duties; knowledge of overall company operations and the duties of others. Exhibits freedom from errors in day to day decision making and completes a high quality of work according to specifications. Thoroughly follows standards and procedures.

Comments: Xxxx

5 InitiativeScore: **5**

Continually looks for ways to improve and promote quality. Applies feedback to improve performance. Works independently to solve problems. Seeks out ways to better the company and themselves through additional training and continuing education. Looks for opportunities to take on more responsibility.

Comments: Xxxx

6 LeadershipScore: **5**

The ability to delegate and accept responsibility; exhibit confidence; demonstrate growth in position. Maintains a high level of character and a professional attitude. Conforms and promotes the city's standards of conduct.

Comments: Xxxx

7 Organization / Time ManagementScore: **5**

The ability to establish and handle multiple priorities; the ability to meet deadlines.

Comments: Xxxx

8 Communication and TeamworkScore: **5**

Exhibits effectiveness of written communications; effectiveness of oral communications; effectiveness of interpersonal communications. Works as part of a team, exchanging ideas and contributing skills that complement those of other team members. Fulfills commitments to other team members.

Comments: Xxxx

9 Conflict ResolutionScore: **5**

Expresses alternative points of view in a non-threatening way. Knows when it is appropriate to compromise and when it is important to take a stand.

Comments: Xxxx

10 Dependability

Score:

Exhibits the acceptance of responsibility; willingness to follow instructions; willingness to change plans; ability to meet deadlines. Exhibits a high level of punctuality and attendance.

Comments: Xxxx

11 Xxxxx

Score:

Comments: Xxxx

12 Xxxxx

Score:

Comments: Xxxx

13 Xxxxx

Score:

Comments: Xxxx

14 Xxxxx

Score:

Comments: Xxxx

GOAL ATTAINMENT (Previous Review Period)

Category Score:

Category score is an evaluation of past goal performance by assessing attainment achieved for each goal.

The Rating Scale is the method utilized for scoring each goal based on the level of attainment.

Only the first two (2) goals should be utilized for attainment scoring proposes

RATING SCALE:

(5) Satisfactorily Attained Goal; **(2.5)** Successfully Processing Towards Goal Attainment; **(-1)** Goal Not Attained

Total Goals:	<input type="text" value="5"/>	Scoring Goals:	<input type="text" value="2"/>		
		Satisfactorily Attained Goals:	<input type="text" value="0"/>	(Times 5)	<input type="text" value="0"/>
		Successfully Progressing Towards Goal Attainment:	<input type="text" value="1"/>	(Times 2.5)	<input type="text" value="2.5"/>
		Goals Not Attained:	<input type="text" value="1"/>	(Times - 1)	<input type="text" value="-1"/>

GOALS (Upcoming Review Period)

INSTRUCTIONS FOR GOAL SELECTION:

Identify a minimum of two new goals for the coming year. These goals should be agreed upon by both the employee and supervisor. Goals should be specific assignments to participate in or manage ongoing or future projects. When setting goals, outline the scope that the employee is to play, lists resources and completion time frame and define the desired result.

Enter additional goals as desired or as appropriate (to a maximum of 5)

Extra goal attainment provides opportunity to exhibit greater job proficiency and performance that may influence increased scoring in the personal attributes section

Goal # 1	Score: <input type="text"/>
Xxxx	
Comments: Xxxx	

Goal # 2

Score:

Xxxx

Comments: Xxxx

Goal # 3

Score:

Xxxx

Comments: Xxxx

Goal # 4

Score:

Xxxx

Comments: Xxxx

Goal # 5

Score:

Xxxx

Comments: Xxxx

DEVELOPMENT PLAN

Enter a development plan to be worked on by the employee and mentored by supervisor for the upcoming review period.

Xxxx
xxxx

EMPLOYEE'S COMMENTS

Xxxx
xxxx

I agree with this appraisal

I do not agree with this appraisal

Signature

Date

SUPERVISOR'S COMMENTS

Xxxx
xxxx

Signature

Date

Revised: 06-17-2009