



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Personnel Committee of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of the:
Date /Time:
Location:
Members:

Personnel Committee of the City of Stoughton

Monday, June 4th, 2018 @ 6:00 pm

Mayor's Office (381 E Main St, Stoughton WI 53589)

Lisa Reeves (Chair), Matt Bartlett (Vice-Chair), Sid Boersma, Thomas Majewski and Mayor Timothy Swadley (ex-officio member)

- 1 Call to Order
- 2 Approval of the May 7, 2018 Personnel Committee meeting minutes
- 3 Communications
- 4 Discussion and update regarding wage ranges, step progression, and right sizing
- 5 Discussion and update regarding Performance Appraisal forms and process for Non-exempt Employees
- 6 Discussion and possible action regarding engagement letter from Baker Tilly regarding interim Finance Director Paul Frantz
- 7 **Discussion and possible action regarding open Finance Director position
- 8 **Discussion and possible action regarding Utilities Assistant Director position description
- 9 Future Agenda Items
 - General Employee Sick Time in regards to Retirement
 - Discussion and possible action regarding Payroll Structure, Software, and BS&A employee self-service
 - Work rules update and on-call status
 - Email/Electronic vs paper paystubs
 - Timesheet Entry
- 10 Standing Items
 - When possible, resolutions from this agenda will be prepared for the Finance and Council meetings held on the 4th Tuesday of the month. This allows for the adequate posting time frame and for Alders to review the information.
- 11 Adjournment

** May move to closed session per State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

If you are disabled and in need of assistance, please call 873-6677 prior to this meeting.

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

Note: For security reasons, the front door of the City Hall Building will be locked after 4:30 p.m. If you need to enter City Hall after that time, please use the Fifth Street entrances.