



AMENDED 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, May 7th, 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 March 5, 2018 and April 23, 2018 Personnel Committee meeting minutes
- 3 Communications
- 4 Discussion and possible action regarding Utilities Water System Supervisor position description and to fill the vacant position
- 5 Discussion and possible action regarding Utilities Electric System Supervisor position description and to fill the vacant position
- 6 **Discussion and possible action regarding pay structure options for City Clerk position
- 7 Discussion and possible action regarding Performance Appraisal forms for Non-exempt Employees
- 8 Discussion and possible action regarding request to engage Baker Tilly to cover interim between Director LaBorde and hire of new Finance Director (Same arrangement as January 2017)
- 9 Discussion and possible action regarding Payroll Structure, Software, and BS&A employee self-service
- 10 Future Agenda Items
 - Policy for the Process of Leadership Performance Appraisal
 - General Employee Sick Time in regards to Retirement
 - Work rules related to on-call status
 - Email/Electronic vs paper paystubs
 - Timesheet Entry
- 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.