



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:

City Personnel:

Personnel Committee of the City of Stoughton

Monday, August 5, 2019 @ 6:00 pm

Ed Overland Room - 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)

Director Gillingham

- 1 Call to Order
- 2 Approval of the Monday, July 1, 2019 Personnel Committee meeting minutes
- 3 Communications/Updates
- 4 Discussion and possible action regarding updated wording on policy for Accrued Sick Leave Credit for Retiring Employees Policy
- 5 Discussion and possible action regarding attorney feedback re: Nepotism Policy
- 6 **Discussion and possible action regarding compensation by position review 2020
- 7 **Discussion and possible action regarding compensation, position change Finance
- 8 Discussion and possible action regarding clarification request from Director Gillingham re: what personnel Committee wants Re: Parks & Recreation & Mayoral approval to move forward with request
- 9 Discussion and possible action regarding 2020 Benefits enrollment proposal
- 10 Future Agenda Items
 - Work rules update and 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.

PERSONNEL COMMITTEE MEETING MINUTES

Monday, July 1, 2019 @ 6:00 pm

Hall of Fame Room– Stoughton

Present: Lisa Reeves (Chair), Matt Bartlett (Vice-Chair), Thomas Majewski, Sid Boersma, Mayor Swadley, and Director Gillingham

Also in Attendance: Chief Leck

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:00pm.
2. **Approval of the Minutes** of the Monday, June 3, 2019 Personnel Committee meeting
Motion to approve Boersma, second Bartlett, Approved 4-0

3. **Communications**

Director Gillingham updated the committee on:

- Grievance status
- Lawsuit update
- Performance review
- Upcoming Management Training
- Terminations (three have left, one upcoming) update
- Succession planning update
- Lunches for Vikings re: vetting of volunteers & MOU
- Importance of drug testing LTE's: positive test and reasonable suspicion training
- Department meetings with HR regarding budget.
- Fireworks regarding release of liability clause and issues with the fair board getting contract signed
- 2020 Budget prep health & dental
- Work Rules and new policy/procedure manual

4. **Discussion and possible action regarding Employee Response Requirements Policy update**

Director Gillingham noted the minor changes to the policy.

Motion by Boersma, second Bartlett, Approved 5-0

5. **Discussion and possible action regarding Promotion Policy update**

Director Gillingham noted the minor changes to the policy.

Motion by Boersma, second Bartlett, Approved 5-0

6. **Discussion and possible action regarding Accrued Sick Leave Credit for Retiring Employees Policy update**

Director Gillingham noted the reason for change to stop 45 day (for those hired before 2005) payout of accrued sick time and instead have all sick time payed into health savings at retirement. There was some discussion as to why it had been paid out in the past.

Motion by Boersma, second Bartlett, Approved 5-0

7. **Discussion and possible action regarding Reference & Background Check Policy update**

Director Gillingham noted that this policy is already in place and that there had been a few minor changes made. Discussion regarding what positions were currently being screened before hire.

Motion by Boersma, second Bartlett, Approved 5-0

8. Discussion and possible action regarding Employment of Relatives Policy update

Director Gillingham noted that it is sometimes impossible to tell if someone lives in the same house is related or not and this question should not be asked when interviewing. Discussion and decision that Director Gillingham should ask the employment lawyer to have a look at it.

Motion by Boersma (if lawyer approves), second Bartlett, Approved 5-0

9. Discussion and possible action regarding Hiring Policy – Full & Part-Time Positions update

Director Gillingham noted she had added language regarding the Library and PFC. Reeves stated that she thought that under “Creating a New Non-Leadership Position with a New Position Description” number III. It should say that the position should be brought to the Finance Department after Personnel approves it.

Motion by Boersma to approve once changes are made to include Reeves suggestion, second Bartlett, Approved 5-0

10. Discussion and possible action regarding Hiring Policy – Leadership update

Director Gillingham noted the minor changes to this policy.

Motion by Bartlett, second Boersma, Approved 5-0

11. Discussion and possible action regarding adding verbiage regarding last day worked to Termination Policy

Director Gillingham noted that this has happened and it has happened recently. She stated a person will request vacation and then give notice which includes what would be their last day. There was some discussion regarding how employees will know about the changes that are being made. Director Gillingham stated that every employee will receive a copy of the new Work Rules and Policy Manual and will need to sign the form stating they have read and understand the rules.

Motion by Boersma, second Majewski, Approved 5-0

12. Discussion and possible action regarding Vacation Termination Policy update

Director Gillingham noted that this payout had been handled by no less than 6 different people. She stated that there is a schedule that is used to determine how this is calculated. Everyone is given their vacation on January 1, as of the BS&A implementation. Because vacation is all granted on 1/1, the vacation should be pro-rated accordingly.

Motion by Boersma with the addition of the policy to the Work Rules, second Majewski, Approved 5-0

13. Discussion regarding Parks & Recreation Department structure

Director Gillingham apologized stating she had not had sufficient time to work on this. The committee agreed that there had been a lot going on within the Human Resources & Risk Management Department and it was understandable. Director Gillingham confirmed she would add the Parks and Recreation Department structure to her August agenda.

14. Future Agenda Items

- Parks & Recreation Department structure
- Email/Electronic vs paper paystubs
- Timesheet Entry

Motion to adjourn Boersma, second Bartlett, Approved 5-0. Meeting adjourned 7:25pm.

Accrued Sick Leave Credit for Retiring Employees Policy

1.0 Purpose

2.0 Policy Details

All full-time employees who actually retire from City service and apply (with 60 days of last day paid) for retirement annuity from the Wisconsin Retirement System, which annuity must exceed \$10.00 per month, shall have their sick leave credits, up to 130 days (at the time of their retirement) converted to a monetary value (hours of credit times normal hourly rate of pay received immediately prior to retirement) which must be deposited by the City into the City's designated financial institution for the Health Retirement Account. The funds shall be made available toward the payment of health insurance premiums for the employee and their dependents.

~~Forty-five (45) days of accrued sick leave will be paid out as a lump sum payment upon death or retirement as defined above. Such forty-five (45) days shall be applied against the 130-day cap. The remaining balance of up to 85 accrued sick days will be transferred to a Retiree Health Savings Plan.~~

~~Employees hired after January 1, 2005, are not eligible for the forty-five (45) days lump sum option.~~

There is no other payment of accrued but unused sick leave other than retirement.

3.0 Procedures

4.0 Exhibits / Appendices / Forms

5.0 Document History

Accrued Sick Leave Credit for Retiring Employees Policy

1.0 Purpose

2.0 Policy Details

All full-time employees who actually retire from City service and apply (with 60 days of last day paid) for retirement annuity from the Wisconsin Retirement System, which annuity must exceed \$10.00 per month, shall have their sick leave credits, up to 130 days (at the time of their retirement) converted to a monetary value (hours of credit times normal hourly rate of pay received immediately prior to retirement) which must be deposited by the City into the City's designated financial institution for the Health Retirement Account. The funds shall be made available toward the payment of health insurance premiums for the employee and their dependents.

There is no other payment of accrued but unused sick leave other than retirement.

3.0 Procedures

4.0 Exhibits / Appendices / Forms

5.0 Document History

Nepotism Policy

1.0 Purpose

~~In order to protect both employees and the City of Stoughton from unnecessary conflict of interest or the appearance of a conflict of interest, it is the policy of the City that a~~ member of the “immediate family” ~~(as defined below)~~ of a City employee shall not be ~~employed by the City~~ hired or serve in a position if either individual would have authority ~~with respect to the other employee~~ to:

- ~~• hire, promote, discipline, terminate or effectively recommend such actions~~ fire,
- ~~• direct,~~ supervise, ~~evaluate~~ or financially audit the work of the other;
- ~~• determine or effectively recommend compensation and/or benefits;~~ or
- ~~• have access to if one would handle~~ confidential materials which would create the appearance of improper or inappropriate access to that material by the other; ~~or~~
- ~~• would otherwise create the appearance of impropriety.~~

For the purpose of this section, “immediate family” includes: spouse, son, daughter, stepchild, father, mother, step parent, brother, sister, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law or ~~unrelated persons who are members~~ individuals who reside at ~~of~~ the employee’s household.

2.0 Policy Details

When a prohibited working relationship arises after an individual is employed with the City, the employees will be given the opportunity to transfer to another department, if a position is available, or identify which employee shall resign from City employment. If the employees do not exercise their choice, the City will terminate one of the employees. Employees and applicants are expected to disclose these relationships ~~to Human Resources & Risk Management~~ whenever they may come into existence. Failure to do so may lead to discipline, up to and including termination.

~~Exceptions to this policy may be made if~~ a prohibited working relationship arises after an individual is employed with the City ~~because and the only basis for the prohibited working relationship is that~~ one employee has ~~the authority over to evaluate or review employment decisions of~~ an immediate family member ~~as set forth above (e.g., compensation, promotion, discipline). In such cases, the authority to review such employment decisions~~ the City may continue to employ the two employees in their positions ~~if the authority giving rise to the prohibited relationship can be delegated shall be deferred~~ to another appropriate supervisor or Department Head, if possible. The City shall have the sole authority to determine if any such alternative arrangement is possible or acceptable.

~~It shall also be the policy of the City of Stoughton to prohibit from~~ shall not hiring, for regular City employment, an immediate family member, as defined above, of any elected City official or Department Head Manager or Supervisor.

~~City employees who become aware that in the event~~ any City official or employee ~~has attempted~~ to seek an unfair advantage or ~~attempts to~~ unduly influence any person with hiring authority, in the selection ~~process~~ for City employment, ~~such person shall be~~ immediately reported ~~that information~~ to the Director of Human Resources & Risk Management.

This policy does not apply to the hiring of immediate family members for volunteer positions in the ~~will not affect~~ the Volunteer Fire and EMS Departments or to the employment of seasonal workers. ~~in hiring family members as volunteers. Persons employed by the City~~ This policy shall not apply to City employees in their positions as of ~~on the date of this policy becomes effective.~~ shall not have their employment ~~affected because of the adoption of this policy.~~ However, any future personnel transactions shall be governed by this policy.

Nepotism Policy

1.0 Purpose

A member of the “immediate family” of a City employee shall not be employed by the City in a position if either individual would have authority with respect to the other employee to:

- hire promote, discipline, terminate or effectively recommend such actions
- direct, supervise, evaluate or financially audit the work of the other;
- determine or effectively recommend compensation and/or benefits;
- have access to confidential materials which would create the appearance of improper or inappropriate access to that material by the other; or
- would otherwise create the appearance of impropriety.

For the purpose of this section, “immediate family” includes: spouse, son, daughter, stepchild, father, mother, step parent, brother, sister, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law or individuals who reside at the employee's household.

2.0 Policy Details

When a prohibited working relationship arises after an individual is employed with the City, the employees will be given the opportunity to transfer to another department, if a position is available, or identify which employee shall resign from City employment. If the employees do not exercise their choice, the City will terminate one of the employees. Employees and applicants are expected to disclose these relationships to Human Resources & Risk Management whenever they may come into existence. Failure to do so may lead to discipline, up to and including termination.

If a prohibited working relationship arises after an individual is employed with the City because one employee has authority over an immediate family member as set forth above the City may continue to employ the two employees in their positions if the authority giving rise to the prohibited relationship can be delegated to another appropriate supervisor or Department Head, if possible. The City shall have the sole authority to determine if any such alternative arrangement is possible or acceptable.

The City shall not hire an immediate family member, as defined above, of any elected City official or Department Head Manager or Supervisor.

City employees who become aware that a City official or employee has attempted to seek an unfair advantage or unduly influence any person with hiring authority in the selection process for City employment shall immediately report that information to the Director of Human Resources & Risk Management.

This policy does not apply to the hiring of immediate family members for volunteer positions in the Volunteer Fire and EMS Departments or to the employment of seasonal workers. This policy shall not apply to City employees in their positions as of the date this policy becomes effective.

3.0 Procedures

4.0 Exhibits / Appendices / Forms

5.0 Document History