



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: **Personnel Committee of the City of Stoughton**
Date/Time: **Monday, December 2, 2019 @ 6:00 pm**
Location: **Ed Overland Room - 381 E Main St, Stoughton WI 53589**
Members: Lisa Reeves (Chair), Matt Bartlett (Vice-Chair), Sid Boersma, Thomas Majewski and Mayor Timothy Swadley (ex-officio member)
City Personnel: Director Gillingham

- 1 Call to Order
- 2 Approval of the Monday, November 4, 2019 Personnel Committee meeting minutes
- 3 Communications/Updates
- 4 Discussion and possible action regarding the hiring process council approved 7/9/2019 Section II, Item III
- 5 Discussion and possible action regarding the process for requests for additional staff from department directors for the 2020 budget
- 6 Future Agenda Items
 - Parks & Recreation Structure
- 7 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, November 4, 2019 @ 6:00 pm

Ed Overland – Stoughton

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

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:00 pm.
2. **Approval of the Minutes** of the Monday, October 7, 2019 Personnel Committee meeting minutes.

Motion to approve Boersma, second Bartlett, Approved 5-0

3. Director Gillingham reported:
 - Recruiting 11 positions and 4 hired.
 - Hiring the police sergeant internally.
 - Police officer positions posted.
 - Working with the Library Director regarding Tech Services position hiring 40 hours.
 - Looking at possible efficiency gains at the Library with Director Ramsey.
 - Benefit Guide and policies sent to the attorney for review.
4. ****Discussion and possible action regarding staffing requests and compensation**

Director Gillingham stated she is going review the compensation plan with each member of Leadership and explain how the grading takes place and how employees are placed on a step. She stated she would like to meet with each member of Leadership individually so they can review their staff and ask questions. Chair Reeves said that was a great idea. Mayor Swadley stated that Director Gillingham and Director Hebert went through this with him 3 weeks ago and he still didn't understand the process.

Mayor Swadley stated there has been progress since last year in regards to right sizing. He said that some of the employees hired have been rightsized. The committee also talked about what happens if an employee meets max and discussed ideas such as a lump sum payout. The Committee will look at a policy change.

Reeves supported Director Gillingham's idea to meet with each member of Leadership and asked that she move forward with that.

Boersma stated he was concerned about the Utilities Staff being right sized and the rest of the City not being right sized. The committee discussed the different funding sources and positions. The Police Union also is receiving 3%, not the recommended non-union 2%.

6. **Future Agenda Items**

- Parks & Recreation Structure

Motion to adjourn Bartlett, second Boersma, Approved 5-0. Meeting adjourned 6:43pm.

Hiring Policy – Full & Part-Time Positions (Does Not Include Leadership)

1.0 Purpose

2.0 Policy Details

The Department Director will review the position description to see if changes are needed.

IF NO: Go to section one (1) "Recruiting for an Existing Position with No Changes to the Position Description".

IF YES: Go to section two (2) "Recruiting for an Existing Position with Changes to the Position Description".

If creating a new non-leadership position: Go to section three (3) "Creating a New Non-Leadership Position with a New Position Description".

NOTE: Police, Fire (excluding dispatchers), and Library personnel are hired by the Police and Fire Commission and Library boards, respectively, in accordance with state statutes. The Personnel Committee and City Council are not involved in the hiring of these positions. The Human Resources and Department Director works directly with the PFC and Library Boards in regards to job posting, candidate selection, interviews, background checks, and offer of employment. The Human Resources and Department Director reviews the position description and sets the schedule for hiring with the Department Director.

I. Recruiting for an Existing Position with No Changes to the Position Description

Leadership notifies the Human Resources and Department Director regarding the opening.

See Procedure.

II. Recruiting for an Existing position with Changes to the Position Description

Leadership contacts the Human Resources and Risk Management Director regarding the opening along with the position description changes. The Director of Human Resources & Risk Management reviews the requested changes.

Minor changes to Position Description: wordsmithing, adding duties of the same nature; with no grade level changes the Director of Human Resources & Risk Management will approve the changes and update the position description. Human Resources will start the recruiting process.

Major changes to Position Description: new duties that will affect the grading of the position. Position description will be updated and graded. The Director of Human

Resources & Risk Management will meet with the Department Director to discuss pay grade and if funding is available. If yes, position description will be presented to the Mayor, Personnel and Finance Committees. If approved, the Director of Human Resources & Risk Management will present to Council for final approval.

If approved by Council approval the recruiting process will begin.

See Procedure.



III. Creating a New Non-Leadership Position with a New Position Description

Request for a new position requires the advice of the Mayor and recommendation from the Personnel and Finance Committees to go to Council for final approval. The Department Director will work with the Director of Human Resources & Risk Management to write the position description Human Resources will complete the position grading. The Personnel Committee will be provided with a Position Description and recommended grade level.

If denied by the Personnel or Finance Committee: no action will be taken.

If approved by the Personnel Committee: The Director of Human Resources & Risk Management will forward the request to Finance and Council. The Council will be provided with the resolution, a Position Description and recommended grade level.

If approved by Council approval the recruiting process will begin.

See Procedure.

3.0 Procedures

Human Resources will post the position. Recruiting occurs concurrently both internally and externally. The posting will take place on the City's Website and other advertising locations. An email regarding the open position is also sent to City Network employees and a hard copy posted at City Hall.

All applications shall be submitted to Human Resources for review. The Director of Human Resources & Risk Management will review the applications.

Human Resources will work with the Department Director or Designee to determine the number of candidates to be interviewed (minimum of one (1) up to five (5)). Human Resources and Department Director or Designee will select the interview panel. If possible, a member of Council will be present during interviews (does not include LTE, Part-time or Seasonal positions).

Following the interview, the panel will discuss the candidates and determine if a second round of interviews is needed or if they have a recommendation for hire. Second interviews are not required.

The final candidate is screened by Human Resources including: background check, drug/alcohol screening, physicals, reference verification and any other screening deemed necessary for the position.

Human Resources will contact the final candidate to make the contingent offer and send a contingent offer letter of employment to the candidate. The offer will include the position

title, compensation, status along with the start date and time. Orientation of the new employee will be conducted by Human Resources.

Department:
Policy Name:

Human Resources & Risk Management
Hiring Policy – Full & Part-Time Positions

Council Approved:
Page:

07/09/2019
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4.0 Exhibits / Appendices / Forms

5.0 Document History

Department: Human Resources & Risk Management
Policy Name: Hiring Policy – Full & Part-Time Positions

Council Approved: 12/12/2017
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