



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, February 1, 2021 @ 6:00 pm

Location:

****PLEASE NOTE** This is a teleconference meeting via GoToMeeting. Access with a computer, tablet, or smart phone via GoToMeeting - <https://global.gotomeeting.com/join/838361885>**

You may also join by phone using dial-in number 1 (571) 317-3122

Access Code: 838-361-885

Please sign in to the meeting at least 10 minutes prior to the scheduled start time if possible.

Members:

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

City Personnel:

Director Gillingham

- 1 Call to Order
- 2 Communications/Updates
- 3 Discussion regarding employees who opt not to have COVID19 vaccine
- 4 Review of and possible action regarding Donation of Time Program
- 5 Review of and possible action regarding Utilities On Call
- 6 ****Review of employees immediate resignation/retirement**
- 7 ****Discussion regarding Human Resources Staffing**
- 8 Future Agenda Items
 - Parks & Recreation Structure
 - Work Rules – New Format
- 9 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.**

Any person wishing to attend the meeting, whom because of a disability, requires special accommodation, should contact the City Clerk's Office at (608) 873-6692 at least 24 hours before the scheduled meeting time so appropriate arrangements can be made. In addition, any person wishing to speak or have their comments heard but does not have access to the internet should also contact the City Clerk's Office at the number above at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

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

Stoughton *Wisconsin*

City of Stoughton
Department of Human Resources & Risk Management
207 S Forest Street, Stoughton, WI 53589
www.ci.stoughton.wi.us
(608) 646-0272

Amy Jo Gillingham
Director

Sick Time Donation Program

If an employee is off work due to a sick time qualifying event and has exhausted their sick, vacation and comp. time banks, the Director of the Department will notify the HR Director. The HR Director and Personnel Committee will review the documentation for the absence including FMLA to determine eligibility for the sick time donation program.

Employees can donate sick time from their sick time bank but must keep a balance equivalent to their ICI elimination period which is 30, 60 or 90 days. This ensures that the employee donating will have adequate sick time to cover their own elimination period if needed.

Sick time will be donated on and day for day basis and is not tied to either employee's wage. Sick time is donated on an hour for hour basis. Sick time cannot be "cashed in" for compensation. Sick time can only be used for sick time qualifying hours.

Any Hours that are donated to the bank that are not used will be kept in the general donation bank and will be available for the next employee who may have a qualifying need.

Questions: If an employee is preparing to retire, can they donate all hours in their bank, beyond the 130 days that will be deposited into the employees' Health Savings Account?

Form for donation: To be designed when program is finalized.