

PERSONNEL COMMITTEE MEETING MINUTES

Monday, February 1, 2021 @ 6:00 pm

Remotely Via GoToMeeting

Present: Lisa Reeves (Chair), Fred Hundt (Vice-Chair), Thomas Majewski, Mayor Swadley and Director Gillingham

Also in attendance: Director Weiss, Director Scheel

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:00 pm.

Director Gillingham asked if item #5 could be moved up so that Director Weiss would not have to wait. Reeves agreed that it should be moved up and would be addressed right after Communications/Updates.

2. **Communications/Updates**

Director Gillingham reported:

- HR is extremely busy recruiting & hiring at this time. Recruiting and hiring for the positions of PD Dispatchers (both full & part-time), PW Machine Operators, Shelves, and Linemen, of which we had another termination.
- She stated that she has been busy with the OSHA log
- Director Gillingham also stated that she would be done with the 1095's by the end of the week.
- Director Gillingham updated the committee as to the status of the Work Rules & Policies Manual.

5. **Review of and possible action regarding Utilities On Call**

Director Gillingham asked Director Weiss to explain what she was looking to do with the On Call Policy. Director Weiss stated that the On Call Policy is adequate, she was not looking to change it but to add more clarification to it. At this time, it states that the response time for On Call Utilities employees is 30 minutes. She stated she would like to change that to read 30 minutes' drive from to Stoughton. Director Weiss said she thought that the department was being restricted in the hiring process because of the concern about residency. Boersma asked what she would do if they were later than their allotted 30 minutes. Director Weiss stated that it is the responsibility of an employee to know how long it takes to get to Stoughton under different conditions. If they were late, they would go through a discipline process to start with the Supervisor and if chronic then it would move up to the Director. Hundt stated he did not think we should insist on residency if the 30 minutes was sufficient for the department's needs. Director Gillingham stated that if the employee lives further out than 30 minutes, they could stay at a relative's or find alternate housing for when they are on call. As long as they are able to be in Stoughton within 30 minutes, we do not need to rely on where they live. Reeves stated that with the challenge in housing and recruiting the terminology should be "can be here within the 30 minutes" requirement.

Boersma motion to approve the change of wording as it pertains to Utilities On Call Response to "Must be within 30 minutes' drive of Stoughton Utilities when On Call", second Hundt, Approved 4-0.

3. **Discussion regarding employees who opt not to have COVID19 vaccine**

Director Gillingham stated that she has discussed this with the lawyer and you can legally require employees to get the vaccine, however, the lawyer strongly suggested to not doing so. His advice was to handle it like the regular seasonal flu shot, which we do not require. We can have them sign a waiver though that if they opt not to vaccinate it will void any COVID time off available to them. Majewski stated that they can wear PPE all of the time if they opt

not to get the vaccine. Reeves asked if the waiver was something that the lawyer sees other cities doing. Gillingham replied yes. Boersma stated that he thought we should not be too strong-armed about this as there can be valid reasons for an employee not get vaccinated. Director Gillingham agreed, stating they should be as employee friendly as possible. Boersma stated they should still follow the mandates as to wearing masks and use PPE. Reeves stated that there would be no action taken on this item then.

4. Review of and possible action regarding Donation of Time Program

Director Gillingham stated that 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 that Department would 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. Reeves asked Director Gillingham to explain ICI, which she did. She stated that keeping the equivalent to their elimination period ensures that the employee donating will have adequate sick time to cover his or her own elimination period if needed. Hundt asked if this meant that an employee would directly donate to another employee in need or a general fund or did it mean that employees with excess sick time and retiring employees could also donate their remaining sick time to a general fund? Director Gillingham then asked the question: Do we want a general bank or have employees donate for another employee? Reeves stated she did not care for the idea of employee-to-employee donation. She stated that she thought that could end up being very unfair and that she would rather see a general bank or pool. There was some discussion regarding the criteria for the ability to use the "general sick bank" hours. Director Gillingham stated that a person requesting hours would already be using FMLA and would have already showed the "qualifying event" needed to qualify for requesting hours from the "general bank". Director Gillingham explained FMLA and stated that it covers a total of 12 weeks. Boersma stated his concern that there be a maximum amount that can be given to an employee in need. He stated that there may be another employee that comes along with a greater need, what would we do if we had no time to give him or her? Director Gillingham stated that there could be a cap of 12 weeks. They would need to exhaust all of the time in their banks and then use the "general bank" for up to 12 weeks total. She stated that sick time would be donated on an hour for hour basis and will not be tied to either employee's wage. 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. Reeves asked what Director Friedl thought of the program. Director Gillingham stated that he did not seem opposed to the idea. Director Gillingham also asked that retiring employees be allowed to donate any sick time hours beyond the 130 days that will be deposited into the employees' Health Savings Account which would be contributed to the "general fund".

Hundt motion to approve the program with a 12-week cap, with all hours being donated into a "general fund" and allowing retirees to donate any hours remaining in their banks beyond the 130 days that will be deposited into the retiring employees' Health Savings Account, second Boersma, Approved 4-0.

5. **Review of employees immediate resignation/retirement

Chair Reeves made a motion and read 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, moving the meeting into closed session at 6:40pm.

6. **Discussion regarding Human Resources Staffing

Closed session

7. Future Agenda Items

- Parks & Recreation Structure
- Work Rules – New Format

8. *Motion to adjourn Boersma, second Hundt, Approved 4-0. Meeting adjourned 7:00 pm.*