

## PERSONNEL COMMITTEE MEETING MINUTES

Monday, September 12, 2016 @ 6:13pm

Fire Department Meeting Room

**Present:** Alders: Pat O'Connor, Paul Lawrence, Sid Boersma, Donna Olson (ex-officio), Director Gillingham

**Others in attendance:** Chief Leck, Kim Jennings, Director McGlynn, Director Sullivan

1. **CALL TO ORDER:** O'Connor called the meeting to order at 6:13pm.
2. **Approval of the Minutes** of the August 22, 2016 Personnel Committee meeting minutes. Motion by Lawrence, second by Boersma. Approved 3-0
3. Director Gillingham gave a Human Resources update: Interviews were held for the Utilities Customer Service position due to Rebecca Jacobson's departure; Lisa Aide was promoted to the Deputy Treasurer position which was vacated by Julie Roberts; interviews will be held on Monday for the Senior Center Case Worker position; Nicole Richmond was offered and accepted the position of Opera House-House Manager and will begin on the 29th; the Parks position of Parks Maintenance Supervisor was filled by Patrick Groom; the Fire Department position of Equipment Support Technician was filled by Mason Barber; the Utilities Department will be hiring another Journeyman Lineman and we will be recruiting for that position; Kelly Verheyden will be leaving the Library and moving so we will be hiring for that position when her house sells.
4. Director Gillingham gave a recap of the last personnel meeting regarding the budgetary numbers requested for phase II of the compensation plan. She also read through a memo dated 9-22-2016. The plan from Springsted was not kept current and in order to be brought up to date employees would need to be given a 1% increase for 2016 and a 1% increase for 2017. Director Sullivan stated that the employees were not being given a true 2% across the board. She also stated that more steps were added to the wage scale adapted in 2015. That there would now be 15 steps to get there. Director Gillingham stated that the cost of the 2% increase would be \$70,437, the cost to bring the three leadership members that are not being paid at market min-point would be \$28,313 and the step alignment cost would be \$19,827. The total cost being \$118,577. Mayor Olson stated these increases would allow the City to retain good employees already in place rather than hire new employees at the market level. Director Sullivan stated that the cost reflects ALL cost to the City including WRS and FICA. Motion to approve Paul Lawrence, second by Boersma, Approved 3-0.
5. Director Gillingham read a memo to Mayor Olson dated 9-2-2016 regarding her request to move the Human Resources & Risk Management Generalist position from part-time to full-time. She explained that with the departure of the Deputy Treasurer and the promotion of Lisa Aide to that position provides \$9151 in excess wages available. Director Gillingham also explained that in order for the position to full time for the remainder of 2016 the cost would be \$6654.73 and the cost for the position to go full time for 2017 would be \$10,000. She explained that the department continues to be unable to meet the needs of the City due to workload and lack of manpower. She stated that the addition of hours has been added to her 2017 budget. Mayor Olson supports the need for two full time employees. Motion to approve Boersma, second by Lawrence, Approved 3-0.
6. Leaves of Absence – Discussion regarding how an employee may use Funeral leave in regards to relation and whether sick time can be used. Director McGlynn stated that as a director she needs to know what to tell her employees what can and cannot be done in regards to policy. There was also discussion regarding the payout of sick time and use of vacation when an employee is leaving City employment . Director Gillingham stated that it has come to her attention that several employees, when leaving City

employment, have tendered their resignation and then spent 2 weeks' vacation taking them through the end of a month thus making the City pay benefits for someone who is essentially no longer there. She stated that a clause should be added to the City Work Rules that states that when an employee tenders their resignation they are no longer allowed to use vacation time. O'Conner also asked Director Gillingham to have "Domestic Partner" to the verbiage in the Work Rules where it applies. Decision was made to have Director Gillingham work on this policy, then bring it back to Personnel.

7. Director Gillingham stated that after months of negotiations the WPPA and the Stoughton Police Dept. have come up with a recommended contract for 2016-2017 calendar years. The recommended changes are as follows: on page 3 Article I- Sergeants have been removed, they will no longer be in the union; on page 6 Section 3 in the 3<sup>rd</sup> the added paragraph "Notification of full time employees..."; on page 10 update title to City Clerk to Director of HR to reflect correct person/title; and on page 11 Article XII added the wording regarding WRS to Retirement. Regarding the wage rates: Back pay is owed and there would be a 2.6% raise retroactive to 1/1/16 and another 2% increase on 1/1/17.  
Motion to move approve by Boersma, second by Lawrence, All in Favor (3-0).
8. For future Agenda items, Director Gillingham stated there would be the updates to the work rules, an update on the EEO report, Utilities positions, and PAQ's.

#### **ADJOURNMENT**

Motion to adjourn by Lawrence, second by Boersma, All in Favor (3-0). Meeting adjourned at 7:25pm.