

PERSONNEL COMMITTEE MEETING MINUTES

Monday, February 9, 2015 @ 5:00

Mayor's Office

Present: Alders Tricia Suess, Paul Lawrence, Eric Hohol and Mayor Donna Olson (ex-officio) Sid Boersma-arrived at 5:35pm

Absent & Excused:

Others in attendance: Laurie Sullivan-Finance Director

CALL TO ORDER

Suess called the meeting to order at 5:00 p.m.

Discussion and action regarding Filling of Vacancy in the Administrative Services Department:

Director Gillingham reviewed the history and the proposal to combine two part-time Administrative Positions into one full time split position. The position would move an existing employee from a part-time position to full time benefit eligible. Positions to be combined part-time Receptionist/Administrative Assistant and another part-time City Hall position forming a full time position.

We have two part-time City Hall Employees that have stated that they would be interested in moving from part-time to full time, should a position become available. The existing Administrative Assistant HR/RM has given her notice of termination. She said she needs full time employment.

The committee discussed that Jennifer Rigdon had requested to work two part time City of Stoughton positions and was denied. Jane Groshan at the Library is currently working two part time positions forming one full time position all hours worked are at the Library.

Alder Hohol discussed splitting the position and paying the person two different rates depending on which job they were working. Director Gillingham explained that the person would be able to when at the front desk work on their other responsibilities therefore causing issue in regards to compensation. She had suggested a blended rate.

Director Sullivan requested clarification and discussed that the intent was to limit the position eligibility to City Hall Administrative & HR/RM employees.

Director Sullivan reviewed the costs and funding with the committee. The overall additional cost would be approximately \$5700/annually.

Alder Lawrence asked for clarification and a review of the request. Director Gillingham and Sullivan reviewed the proposal and costs/funding with the committee.

Alder Boersma asked that the committee approve this proposal temporarily and review after a couple of months to see if it is working. If the new part time/part time=Full Time position is working then the committee would approve the position structure.

Alder Hohol requested that Director Gillingham draft a policy on how and when two part-time positions would be eligible for combination to a full time position as well as who could apply etc...

ADJOURNMENT

Motion to adjourn by Hohol, second by Lawrence at 5:50pm. Motion carried unanimously (4-0)