

**CITY OF ELKHORN**  
**Human Resources**  
**Lower Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin**

**April 7, 2008**

Chairman Gary Payson Sr. called the Human Resources Committee meeting at 6:00 p.m. followed by Roll Call.

**ROLL CALL**

Present: Aldermen Gary Payson Sr., Scott McClory, Ronald Dunwiddie

Also present: City Administrator Sam Tapson, City Clerk Nancy Jacobson, Electric Utility Director Art Schmitz

**RETURN TO WORK/MODIFIED DUTY**

Committee discussed a revision to the Personnel Code to adopt the Return to Work/Modified Duty Policy. City Administrator Tapson stated that the policy is to get people on worker's compensation back to work by allowing people to return to light duty. The policy will provide a uniform approach to modified duty assignments for all departments. The policy will be brought to Council with a resolution amending the Personnel Policy.

**PERFORMANCE MANAGEMENT PROGRAM**

City Administrator Tapson presented a revised Performance Management Program. Rating rates and the evaluation process has been revised to reflect the discussions of staff concerning employee reviews. A resolution to amend the compensation plan will be prepared for Council approval.

**ELECTRIC UTILITY FIELD OPERATIONS RE-ORGANIZATION**

City Administrator Tapson presented a Electric Utility Field Operations plan to reorganize staff. The changes include the creation of a non-union Field Operations Supervisor which would be assumed by the current foreman, two Line Tech positions Lead Line Tech positions and two Utility Tech positions. The department would be promoting from within. Tapson said that the union is willing to support the proposal. The plan calls for a 30-day trial period. Consensus was to send the plan to Council for action.

**ADJOURNMENT**

Motion (Dunwiddie/McClory) to adjourn at 6:30 p.m. Motion carried by the majority present.

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Nancy B. Jacobson  
City Clerk