

CITY OF ELKHORN
Human Resources
Council Chambers, 9 S. Broad Street, Elkhorn, Wisconsin
July 22, 2010

Chairman Ronald Dunwiddie called the Human Resources Committee meeting to order at 5:15 p.m. followed by Roll Call.

ROLL CALL

Present: Aldermen Ronald Dunwiddie, Kim DeHaan, Scott McClory

Also present: City Administrator Sam Tapson, City Clerk Darlene Igl, Police Chief Joel Christensen, Finance Director Mary Hinske, Treasurer Jessie Bartman.

STAFFING PROPOSALS

City Hall Finance/Utility Billing office staff has expressed an interest in working four 10 hour days on a rotating basis. Administrator Tapson stated that if approved, he will draft a memorandum of understanding to outline the provisions. Motion (McClory/DeHaan) to recommend to Council the approval of a four 10 hour day work week for the finance/utility billing office staff with the understanding that management reserves the right to return to a regular schedule at management's discretion. Motion carried.

Administrator Tapson stated that an employee opted not to return to the position as Public Works Secretary after an FMLA leave. During the leave, Shari McKinney filled the vacancy. Administrator Tapson stated that a permanent reassignment to this position would provide a workable and cost-saving arrangement. It was proposed that the Public Works Secretary position be eliminated and that the Deputy Clerk duties be separated from those of the Administrative Secretary position. In addition, it was proposed that the Deputy Clerk position be staffed on a part-time basis. It was stated that the Public Works Secretary position had been classified as a union position, however, the Administrative Secretary-Interdepartmental position will continue to perform confidential duties which will allow the new position to be outside of the union contract. Motion (McClory/DeHaan) to eliminate the Public Works Secretary position, establish the position of Administrative (Confidential) Secretary-Interdepartmental and establish a part-time Deputy Clerk position. Motion carried.

DISCUSSION REGARDING TERMINATION SICK LEAVE PAYOUT

Administrator Tapson reported to the Committee that an employee had approached him regarding a "sick leave" payout at the time of her intended resignation. He informed the employee that she was not entitled to a payout for sick leave pursuant to the terms of the adopted Personnel Code. She has since been taking days off as "sick leave" in order to gain the benefit avoiding the use of sick leave on three consecutive days which would require a doctor's statement. To date, a letter of resignation has not yet been received by the City. After discussion, the Committee agreed that a memo be sent to the employee regarding this issue. Motion (McClory/Dunwiddie) to recommend to Council that in the event that a letter of resignation is not delivered to the City by July 30, 2010, that the City no longer fund the position. Motion carried.

ADJOURN INTO CLOSED SESSION

Adjourned into Closed Session by roll call vote per SS 19.85(1)(e) for "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."

Motion (McClory/DeHaan) to adjourn at 6:00 p.m. Roll call vote – Dunwiddie, yes; DeHaan yes; McClory, yes. Motion carried.

Darlene R. Igl
City Clerk