

**CITY OF ELKHORN**  
**Human Resources**  
**First Floor Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin**  
**March 5, 2012**

Chairman Kim DeHaan called the Human Resources Committee meeting to order at 5:00 p.m. followed by Roll Call.

**ROLL CALL**

Present: Aldermen Kim DeHaan, Ronald Dunwiddie, Gary Payson, Sr.

Also present: City Administrator Sam Tapson, City Clerk Darlene Igl, Fire Chief Rod Smith, Finance Director Mary Hinske, Police Chief Joel Christensen, DPW Director Terry Weter, Library Director Lisa Selje

**PAID TIME OFF CONCEPT PROPOSAL**

A program proposal for transitioning to a PTO program was presented and discussed. Under this program, current sick leave and vacation leave would be combined. A Medical Leave Bank would be created which is intended to provide income protection for the period of time between an injury or illness and the start of disability benefits. Current sick leave hours may be converted to Medical Leave Bank hours. After discussion, it was agreed that current sick leave will not be transferrable to PTO. In addition, employees will be offered the option to cash out up to 40 hours of accumulated sick leave. Implementation will take place mid-year for all non-union employees. The concept will be discussed with department heads at a staff meeting on March 7.

Administrator Tapson stated that additional areas that should be discussed by the Committee include the transition to a common compensation plan, general personnel policies and insurance benefits. It was agreed that the next meeting would be Tuesday, March 13 at 4:00 p.m. to discuss insurance benefits.

**ADJOURN**

Motion (Dunwiddie/Payson) to adjourn at 5:30 p.m.

Darlene R. Igl  
City Clerk