

**CITY OF ELKHORN**  
**Human Resources**  
**First Floor Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin**  
**March 12, 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

**PAID TIME OFF PROGRAM PROPOSAL**

A summary of key plan elements for the PTO program was reviewed and outstanding issues were discussed.

Administrator Tapson stated that under the current vacation leave program, annual leave increases one day for each year of service between 10 and 15. The proposed PTO schedule would result in a loss of leave time for several employees. The Committee agreed that accommodation should be made for those employees who would be adversely affected by the transition.

There was discussion of an annual buyout of a limited number of accrued PTO hours. The Committee was not in favor of this concept.

The maximum number of weeks of vacation time for those employees with 20 or more years of service was set at four.

Employees transitioning to PTO will not have sick leave available on an immediate basis and none will be available until their next anniversary date. A one-time conversion of banked sick leave to PTO not to exceed 40 hours will be allowed.

It was agreed that Administrator Tapson will meet with employees to outline the PTO Program.

**EMPLOYEE HEALTH/DENTAL INSURANCE**

Benefit summaries for the health and dental insurance plans were presented. Cost saving measures such as higher deductibles/copays and higher prescription copays are to be considered. A utilization report for employees was requested by the Committee.

It was agreed that compensation structure will be discussed at the next Human Resources meeting.

**ADJOURN**

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

Darlene R. Igl  
City Clerk