

CITY OF ELKHORN
Human Resources
First Floor Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin
May 16, 2012

Chairman Kim DeHaan called the Human Resources Committee meeting to order at 4:00 p.m. followed by Roll Call.

ROLL CALL

Present: Aldermen Kim DeHaan, Gary Payson, Sr., Brian Olson

Also present: City Administrator Sam Tapson, City Clerk Darlene Igl, Fire Chief Rod Smith, Finance Director Mary Hinske, Police Chief Joel Christensen, Electric Utility Operations Manager Tim Leach, and Library Director Lisa Selje

PERSONNEL POLICY MANUAL

Language has been modified to incorporate the concept of at-will employment. However, certain standards must be applied to any employment action to ensure that the action cannot be determined to be "arbitrary and capricious". Municipal Services recommends that this language modification go before City Council. Motion (Olson/Payson) to accept the modified language. Roll call vote: Payson, yes; Olson, yes. Motion carried.

Motion (Payson/Olson) to recommend to Council that staff be authorized to advertise the Electric Utility Director position at the current pay grade. Motion carried.

A discussion ensued regarding the electric workers for on-call hours and pay rates. They currently are on-call from Tuesday to Tuesday and get paid for 15 hours plus a minimum of two hours overtime pay even if they are at a call for only 15 minutes. One option is to start paying in increments of 15 minutes per call for overtime pay. If there is a possibility of snow for the DPW workers, we may decide to send them home after notification of a major snow storm so that they can get some rest prior to being called back in for snow plowing. This would be for their own safety, so that we don't have employees working 8 hours and then staying to do snow plowing. This discussion will continue at the next meeting.

Compensatory time was discussed. The Council members requested a history of the past three years of compensatory time from Mary Hinske. A further discussion will be added to the agenda for the next meeting, along with the documentation from Mary.

Training and Career Development – Tuition Reimbursement was discussed. A grade-based incentive of 100% reimbursement has been eliminated. The maximum that the City will reimburse is 50%. Currently, the grade-based incentive is: Passing grade = 50%; grade of B = 75%; and grade of A = 100%.

The Performance Review System was tabled until the next meeting.

FUTURE DISCUSSION ITEMS

Information related to several discussion items had been provided for review. These items which include performance review system and compensation plan will be discussed in detail at future meetings.

FUTURE MEETING SCHEDULE

The Human Resources Committee will meet the 1st and 3rd Tuesday's of every month, beginning on June 12, 2012.

ADJOURN

Motion (Payson/Olson) to adjourn at 5:15 p.m.

Theresa M Sissons
Deputy Clerk