

CITY OF ELKHORN
Human Resources Committee Minutes
First Floor Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin

December 14, 2015

Human Resource Committee was called to order at 4:45 p.m. by Alderman Myrin followed by Roll Call.

ROLL CALL

Present: Aldermen Tom Myrin, Scott McClory, Bruce Lechner

Also present: Alderman Hoss Rehberg, Administrator Sam Tapson, City Clerk Cairie Virrueta, Finance Director James Heilman, Fire Chief Rod Smith, Police Chief Joel Christensen, Recreation Director Wendy Meyer, Kellen Olshefski

Employee Paid Time Off Donation to Medical Leave Bank

Administrator Tapson presented procedures for creating a shared Medical Leave Bank for employees who have exhausted their PTO and own MLB. Hours are added to the shared bank when an employee has maxed out their own MLB, which is capped at 520 hours, and has over 24 hours left in their PTO; the excess would go into the shared bank. An employee who then has a FMLA related event, who has no MLB or PTO available has use of the shared MLB. Administrator Tapson said other municipalities allow MLB sharing, however, it is done by asking employees to donate hours to a specific employee; he wanted a shared bank to avoid a 'popularity contest'. Alderman Rehberg asked how the MLB is paid out if an employee who makes \$12 hour donates to the bank, and then an employee who makes \$18 uses the bank. Administrator Tapson said hours are donated not amounts. Finance Director Heilman pointed out that wages are already budgeted for so it doesn't change the budget. It is mainly supervisors and department heads who may not use all their PTO and it is expected to not be used frequently. Alderman McClory supported it. Alderman Rehberg supported capping the bank at 520 hours. Alderman Myrin suggested revisiting the topic in January.

Wage and Salary Plan: Wage Compression

Administrator Tapson said this is to address the differential between wages for supervisors and employees. The Wage compression is a result of union wages progressing faster than non-union as in present in the Police Department. The City's Compensation Plan provides for a 6% differential between positions and this is to restore that. The Police Captain has a review coming up, after the increase from the review, it was suggested that his wages be moved to the mid-range. Alderman Lechner supported and Alderman McClory said if this isn't in place it deters employees from applying for promotions. **Motion (McClory/Lechner) to recommend increasing the Police Department Captain's wages after his annual review to be 5.7% above the Sergeant and 2.7% above Detective II for the 2016 Budget. Voice vote, motion carried.**

Wages and Salaries for Part-time, Limited Term and Seasonal Employees for 2016

Administrator Tapson said two changes were proposed, changes to election workers and returning pool and camp staff. Election workers will all be paid \$130 except the Chief Inspector who receives \$200. Returning pool and camp staff will receive an increase of \$.25, which is the same as the lifeguards. Rec Director Meyer said it encourages experienced staff to return. Alderman Rehberg was concerned \$.25 may not have been enough as times have changed and to

encourage qualified staff working for Rec. Administrator Tapson said a graduated scale could be used if it becomes an issue. **Motion (McClory/Lechner) to pay all election workers \$130 and give all returning pool and camp staff a \$.25 increase. Motion amended (McClory/Lechner) to recommend approval of Resolution No. 16-01 regarding Wages for Part-time, Limited Term and Seasonal Employees for 2016. Voice vote; motion carried.**

Review PW Operations Manager Position Description

Administrator Tapson adjusted the PW Operations Manager's position based on past discussions. He added project management to the description. He reminded the committee that this is a position description, not a task description. Alderman Rehberg was concerned that it was not specific enough in regards to general management; such as "work in conjunction with city engineer" and "contractors engaged in..." Administrator Tapson said he has been working on the description and it has some additional changes not shown in the document in the packet. Alderman Rehberg asked if "on-site inspections" was a reasonable expectation as the PW manager recently didn't feel qualified to inspect a project at the library. Administrator Tapson said the PW Manager is not an engineer and he will add "applicable projects" to the description. Alderman Rehberg also wanted "ability to communicate effectively with Mayor and Common Council" added to the description. Alderman McClory wanted "graduation from an accredited college or university" added. Administrator Tapson will make changes to the description and bring it back to the committee.

ADJOURNMENT

Motion (Lechner/McClory) to adjourn at 5:30 p.m.

Cairie L. Virrueta
City Clerk