

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

January 18, 2016

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: Administrator Sam Tapson, City Clerk Cairie Virrueta, Finance Director James Heilman, Library Director Lisa Selje

Continued Discussion on Employee Paid Time Off Donation to the Medical Leave Bank

Administrator Tapson said the document is the same as previous with a cap placed on how much time can be borrowed added. Alderman Myrin asked who would manage it. Administrator Tapson said it would be managed between the payroll department and City Clerk. **Motion (Lechner/McClory) to recommend approval of the PTO Donated Leave Bank Policies and Procedures to the Common Council. Vote vote; motion carried.**

Updated PW Operations Manager Position Description

Administrator Tapson said he added “ability to communicate with elected officials” and “thorough” was removed from “thorough working knowledge” as the City doesn’t have treatment plants so a lesser level of knowledge is needed. **Motion (Lechner/McClory) to recommend approval of the Public Works Operations Manager Position Description to the Common Council. Voice vote; motion carried.**

ADJOURNMENT

Motion (McClory/Lechner) to adjourn at 4:54 p.m

Cairie L. Virrueta
City Clerk