

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

April 18, 2016

Human Resource Committee was called to order at 4:30 p.m. by Alderman Myrin followed by Roll Call.

ROLL CALL

Present: Aldermen Tom Myrin, Scott McClory, Bruce Lechner

Also present: Aldermen Michael Kluck and Hoss Rehberg, Administrator Sam Tapson, City Clerk Cairie Virrueta, Finance Director James Heilman, Utility Operations Director John Murphy, Library Director Lisa Selje, Howie Reynolds, Kellen Olshefski

Revised Employee Personnel Policy Manual: Resolution No. 16-09

Administrator Tapson said earlier this year modifications were reviewed and approved and the changes to the policy were provided. As previously approved, the major change is the COP benefit will run concurrent with the LTD elimination period, which is 90 days; it was 6 months. It also adds a definition of a Temporary Employee as recommended by CVMIC. **Motion (Myrin/McClory) to recommend approval of the revisions. Voice vote; motion carried.**

PTO Donation Bank Proposed Modifications

Administrator Tapson said this program is to help people who find themselves in unfortunate situations but the amount of hours that go into the bank will be limited as it is only for employees who have maxed out their MLB and have excess PTO hours. To accelerate hours that go into the bank, he said MLB hours from employees who separate from the City could be used. These hours otherwise are eliminated and not used. Those hours could be added at a percentage also, as some were not supportive of this policy. If the committee supports this he suggests it back dates to 2015. Alderman McClory wants it to be clear to employees who separate that the MLB hours go into a Donation Bank. Administrator Tapson it is in the policy that MLB hours go away. Alderman McClory felt the hours should go in at 100%; Alderman Lechner feels it would cost the City money. Administrator Tapson said it does not add to costs as wages are already budgeted. Alderman Rehberg said the City could save money and not have to pay these employees. Administrator Tapson said use of the MLB Donation Bank is for FMLA qualified events. Alderman McClory said this is a benefit that keeps the City in line with other public and private entities. Utility Director Murphy said the bank would not be used frequently and a cap could be put on it. Alderman McClory recommended 1,040 hours. Alderman Myrin wants a cap per individual. Alderman Myrin would also like to see time and grade, that the hours are pro-rated.

DPW Manager Vacancy

Administrator Tapson suggested the approach to filling the vacancy ensure a solid functioning Public Works. He advised against hiring a field crewman at the expense of management; the PW needs a management person that can develop policy, perform data analysis, etc. Howie Reynolds pointed out that the City has a new pool, more ball parks and helps with the library and with the building of the water treatment plant, this position was needed. Alderman McClory and Myrin agreed. Alderman McClory wanted the hiring process to be quick by not sloppy. He suggested

the staff vet the candidates and bring back the top 3 or 4. **Motion (McClory/Lechner) to recommend to begin the hiring process to fill the vacancy of the DPW Manager.** Alderman McClory wants 30 days for the process to be completed. Administrator Tapson said a candidate can be identified in 30 days and suggested the interviewing be done by the Mayor, Head of HR and one Council person. **Voice vote; motion carried.**

Administrator Tapson suggested to those in attendance that when motions are made they need to be very specific to clarify what the intent is. Alderman McClory said if the motion isn't clear to someone, they need to ask about it.

ADJOURNMENT

Motion (Lechner/Myrin) to adjourn at 5:40 p.m.

Cairie L. Virrueta
City Clerk