

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

June 6, 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: Mayor Howie Reynolds, Alderman Hoss Rehberg, Alderman Cathy Bensaid, Administrator Sam Tapson, City Clerk Cairie Virrueta, Recreation Director Wendy Meyer, Fire Chief Rod Smith, Kellen Olshefski

Request for Pay Adjustment: Recreation Coordinator

Administrator Tapson said the Rec Coordinator has taken on additional responsibilities, greater this summer than originally planned. He has been with the City for 5 years, earning a \$.25 increase each year. He currently earns \$11 an hour and the Rec Director wants to increase it to \$15 an hour. Rec Director Meyer said he is the best fit when she isn't available and he deals well with residents. She said due to the assumption of additional duties and responsibilities his pay needs to increase. Funds are in the Rec budget for the additional pay as the Assistant Pool Manager declined the position to go elsewhere. The Rec Coordinator will also assume some of the assistant pool manager's duties. Alderman Lechner has a hard time bumping up the pay that much. Rec Director said other Cities have a similar position with less responsibility and pay them more. Administrator Tapson said this doesn't establish a new pay scale and is not a pay raise going forward; it is for this season only. Alderman McClory was concerned it was too much responsibility for one employee but felt if the Rec Director thinks the Rec Coordinator can manage it, he supports it. **Alderman McClory made a motion to increase the Recreation Coordinator's pay to \$15 an hour. No second; motion failed. Motion (Myrin/McClory) to recommend increasing the Recreation Coordinator's pay to \$13 an hour. Voice vote: Myrin, yes; McClory, yes; Lechner, no. Motion carried.**

PTO Donation Program – Suggested Enhancement

Administrator Tapson made the three changes suggested at the Council meeting. The bank was capped at 1,040 hours, allows capture of 100% of unused MLB hours from 2015 separated employees to seed the bank and amount of hours captured from employees at separation is 50%. Alderman Myrin said only half of the unused hours from 2015 should be used. Alderman McClory liked it the way it was before the suggested changes. Alderman Lechner liked both versions. **Motion (Myrin/Lechner) to approve the PTO Donation Program but using 50% of the unused hours from 2015. Voice vote; all approved; motion carried.**

ADJOURNMENT

Motion (McClory/Lechner) to adjourn at 5:20 p.m.

Cairie L. Virrueta
City Clerk