

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

October 17, 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 Cathy Bensaid, Administrator Sam Tapson, City Clerk Cairie Virrueta, Fire Chief Rod Smith

PTO Hours Payout: Consideration of request of Chief Smith for payout of accrued PTO hours

Administrator Tapson reminded the committee that employees are allowed to carry forward 24 Paid Time Off (PTO) hours and the excess goes into their personal Medical Leave Bank (MLB) or can go into the City's Shared MLB if their personal MLB is full. The City paid out PTO one other time when the City Treasurer was unable to take all her PTO time due to the Finance Director and City Clerk resigning within a close time frame. Chief Smith was unable to use 104 hours of his PTO and was asking to be paid out \$3,880 for it. Alderman Myrin asked Chief Smith who covered for him when he did take time off; Chief Smith said the Captain and Assistant Chief and that was for a preplanned family vacation out of town. He said issues have arisen and he can no longer rely on the Captain at this time. Due to staffing issues, the Chief does not feel comfortable taking time off. Alderman McClory is not in favor of a payout but supported allowing the hours to be carried forward and only pay out in the future if there was a need to. He felt as a salaried Department Head he needed to take his PTO with due diligence. Alderman Myrin agreed and he felt notice should have been given to the committee sooner when Chief Smith realized he wouldn't be able to use all his hours. Administrator Tapson said it would be difficult for the Chief to use all his hours going forward as the staffing problems will remain the same. Alderman McClory recommended Chief Smith consider coming in later and leaving earlier in order to use his PTO time. Chief Smith said he has no one to fall back on as his Assistant Chief works during the day. Alderman Lechner was in favor of rolling over the hours. **Motion (McClory/Lechner) to recommend allowing the Fire Chief to carry forward 128 hours of PTO accrued as of his anniversary date, until sometime in the future. Voice vote, all approved, motion carried.**

ADJOURNMENT

Motion (McClory/Lechner) to adjourn at 5:22 p.m.

Cairie L. Virrueta
City Clerk