

**SPECIAL PERSONNEL COMMITTEE**

**FEBRUARY 1, 2017**

The meeting was called to order at 2:00 p.m. by Ald. Frings with the following Roll Call:

Members Present: Ald. Frings, Ald. Olson, Ald. Schmidt (arrived at 2:43 p.m.)

Members Absent:

Others Present: Mayor Boelk, Lois Krueger, Sara Decker

**Item #2 Citizens Comments.**

None.

**Item #3 Discuss/Recommend revisions to employee handbook.**

Ald. Frings presented 2 paragraphs that he added including an introduction for section 1, page 2.

Motion by Ald. Frings, second by Ald. Olson to introduce the changes to page 2. Motion carried unanimously.

Ald. Frings next discussed the addition of a Social Media policy. He would like to have that added on page 7 with the electronic technology use section as 1.14a. The current policy talks about computer usage. The addition is specific to social media and referencing the City of Mayville. It doesn't specifically address pictures. It was suggested to add photos with content on bullet #3. There was discussion on posting on social media sites and the fact that the employer has a right to protect their trademark. It was discussed that the attorney should review changes.

Motion by Ald. Frings, second by Ald. Olson to add the social media policy with the addition of "photos" to item #3 and label it 1.14a. Motion carried unanimously.

The Committee discussed page 14 section 3.3 regarding termination. There was discussion on the wording of termination. There was a suggestion to change it to "separation". They discussed payment of unused sick leave. It was previously approved that payment would be made after the approval by the Personnel Committee.

Motion by Ald. Olson, second by Ald. Frings to replace section 3.3 with suggested language from Ald. Frings with change from "Termination" to "Separation" and payment after the Personnel Committee approval. Motion carried unanimously.

There was discussion on Page 19 regarding sick leave section 6.2. They decided to leave it as is. Lois discussed how vacation is accumulated and paid. Vacation is loaded at the beginning of the year, rather than on anniversary dates for ease of book keeping. The recently approved separation worksheet accounts for this and if an employee leaves, the formula will look at how much vacation was earned and how much was taken and adjusts appropriately. Employees in the 1<sup>st</sup> year do not get vacation until the following January. There are some people that will negotiate for vacation. Sick days are earned monthly. There was discussion on the Library part-timers and previous TAG part-time employees.

There was lengthy discussion on what is considered a full-time employee. The State offers benefits to employees that work 30 hours. Page 13 of the handbook explains full-time, but it is a grey area. Sick, vacation and holiday pay for part-time employees was discussed. It was suggested that if an employee works less than 40 hours then paid leave should be pro-rated. The handbook should be consistent throughout.

Ald. Olson suggested that employees over 32 hours would be considered full-time.

Motion by Ald. Olson, second by Ald. Frings to add to the definition under section 2.8A. Regular Full-Time Employees: For Employees hired after February 1, 2017, Employees working 32 hours per week

would be prorated at 75% for holiday, sick, vacation. Employees working 40 hours per week will receive full benefit pay. Motion carried unanimously.

The Committee discussed section 6.3 with suggested additions from Ald. Frings. The Mayor explained that he has department heads submit vacation request slips to him to review. He isn't going to deny the requests, but just needs to make sure there is coverage. He also discussed vacation carryover. He has allowed it on a case-by-case basis, as long as it is used by the end of the first quarter. There was also discussion about probationary employees being eligible for sick/vacation. They discussed sick leave upon separation. After 2011 the employee receives none, except upon retirement so long as they have been employed for 20 years, in which they'd receive 80% of the unused sick leave. The maximum sick hours an employee can accumulate was discussed. Sick leave is discussed on pages 14, 19 and 29. When changes are submitted, the attorney should review all 3 sections. No motions on any changes regarding these issues.

The Mayor discussed a few changes. In the Residence Requirements he'd like to add "except police union negotiated contract".

Motion by Ald. Frings, second by Ald. Olson to add except police union negotiated contract to residency requirements. Motion carried unanimously.

The Mayor also discussed education reimbursement. He believes the approval should come from Council first.

Motion by Ald. Frings, second by Ald. Schmidt that all education reimbursement must be preapproved by the Department Head or City Council. Motion carried unanimously.

There was a discussion about extend leaves of absence. In the handbook it currently states "not to exceed one year". The Committee discussed reasons that there would need to be leave of one year. There was discussion on FMLA.

Motion by Ald. Frings, Second by Ald. Olson to change the one year to six months on page 20. Motion carried unanimously.

The Mayor talked about the Uniform Allowance section on page 31. He will talk to the Chief about it.

They also discussed the Pay Plan on page 35 section #12. They discussed levels and indicated they haven't been closely follow the plan. There was discussion about eliminating the entire section.

Motion by Ald. Frings to strike the whole section. The Mayor believes it should be reevaluated. The Mayor will discuss it with department heads. Ald. Frings withdrew his motion.

Dental insurance was added and already updated on page 29.

#### **Item #4 Adjournment.**

Motion by Ald. Olson, second by Ald. Frings to adjourn at 3:28 p.m. Motion carried unanimously.

Sara Decker, City Clerk