

PERSONNEL COMMITTEE MEETING  
January 11, 2013 – 12:30 p.m.  
City Conference Room – 1515 Strongs Avenue

PRESENT: Alderpersons Slowinski, Patton, Phillips

ABSENT: Chairperson Moore

EXCUSED: Alderman O'Meara

ALSO

PRESENT: Mayor Halverson; Directors McGinty, Schatschneider, Lemke;  
Human Resource Manager Jakusz

Alderman Slowinski agreed to chair the meeting in Chairperson Moore's absence.

Human Resource Manager Jakusz stated that some re-numbering of policies will be required and the formatting will also need to be corrected as well.

1. Discussion and possible action on amendments to City Administrative Policies

- 1.01 ~ Motion by Alderman Patton, second by Alderman Phillips to approve the amendments to policy 1.01. Ayes all, nays none. Motion carried.
- 1.02 ~Motion by Alderman Phillips, second by Alderman Slowinski to approve the amendments to policy 1.02. Ayes all, nays none. Motion carried.
- 1.03 ~Motion by Alderman Patton, second by Alderman Phillips to approve the amendments to policy 1.03. Ayes all, nays none. Motion carried.
- 1.04 ~Motion by Alderman Patton, second by Alderman Slowinski to approve the amendments to policy 1.04. Ayes all, nays none. Motion carried.
- 1.06 ~Motion by Alderman Slowinski, second by Alderman Patton to approve the amendment to policy 1.06. Ayes all, nays none. Motion carried.

1.08 ~Motion by Alderman Phillips, second by Alderman Slowinski to hold policy 1.08 for further changes.

Mayor Halverson led discussion regarding the fairest way to compensate emergency service employees for hours worked beyond their normal schedule and when overtime pay should begin (i.e. after normal work day whether it's an 8 hour or 10 hour work shift or after 40 hours worked in a week per the Fair Labor Standards Act).

Directors Lemke, McGinty and Schatschneider verbalized their support for employees they supervise who work beyond their regular schedule when conditions (i.e. bad weather, water main break, etc.) require them to do so.

Mayor Halverson voiced his opinion that consideration should be given when employees work their entire shift and are then called upon to return to work several additional hours.

Also, a correction was noted to add the word "hourly" after the sections entitled "Streets/Parks", "Clerical and Related" and "Water/Wastewater". Ayes all, nays none. Motion carried.

1.10 ~Motion by Alderman Phillips, second by Alderman Slowinski to approve the amendments to policy 1.10. Ayes all, nays none. Motion carried.

1.12 ~Motion by Alderman Slowinski, second by Alderman Phillips to approve the amendments to policy 1.12. Ayes all, nays none. Motion carried.

1.13 ~Motion by Alderman Patton, second by Alderman Phillips to approve the amendments to policy 1.13. Ayes all, nays none. Motion carried.

1.14 ~Motion by Alderman Patton, second by Alderman Slowinski to approve the amendments to policy 1.14. Ayes all, nays none. Motion carried.

1.18 ~Motion by Alderman Patton, second by Alderman Slowinski to approve policy 1.18 as further amended. Ayes all, nays none. Motion carried.

Add the following:

7. D

No external data storage device shall be used on a department computer unless it is first scanned for viruses.

- 2.02 ~Motion by Alderman Phillips, second by Alderman Patton to approve policy 2.02 as further amended. Ayes all, nays none. Motion carried.

Add the following:

5. I

Residency in the City of Stevens Point is encouraged for all City of Stevens Point employees.

- 2.03 ~Motion by Alderman Slowinski, second by Alderman Phillips to approve the amendment to policy 2.03. Ayes all, nays none. Motion carried.

- 2.07 ~Motion by Alderman Slowinski, second by Alderman Patton to approve policy 2.07 as further amended. Ayes all, nays none. Motion carried.

Add the following (**change is bolded**):

Description: Non-union employees (excluding the elected positions of Mayor, **Comptroller/Treasurer, Attorney and Clerk**) are covered by...

- 2.10 Motion by Alderman Patton, second by Alderman Phillips to approve the amendment to policy 2.10. Ayes all, nays none. Motion carried.

- 2.11 Motion by Alderman Patton, second by Alderman Slowinski to approve the amendment to policy 2.11. Ayes all, nays none. Motion carried.

- 3.01 Motion by Alderman Phillips, second by Alderman Slowinski to hold policy 3.01 for further changes.

Discussion ensued relating to number 12, Continuing Education. Committee members felt that employees should be required to

have a commitment to work for the City for a certain number of years after their continuing education has been paid by the City. Also, that if an employee leaves prior to fulfilling that commitment; they should be required to reimburse the City for a pro-rated portion of the City's investment in their education.

Discussion also included chain of command and who would approve requests for department head level employees.

Discussion included job relatedness of education and the requirement of the employee to pass the class in order to be reimbursed for tuition and books as well as the budgeting component for such requests.

Ayes all, nays none. Motion carried.

- 3.02 Motion by Alderman Phillips, second by Alderman Patton to approve policy 3.02 as further amended. Ayes all, nays none. Motion carried.

Annual Leave – Vacation

**Employees hired on or after January 1, 2013 will accrue vacation according to the following schedule:**

<b><u>Years Employed</u></b>	<b><u>Vacation</u></b>
<b>After 1 Year</b>	<b>5 days</b>
<b>After 2 years</b>	<b>10 days</b>
<b>After 5 years</b>	<b>15 days</b>
<b>After 15 years</b>	<b>20 days</b>
<b>After 25 years</b>	<b>25 days</b>

- 3.04 Motion by Alderman Patton, second by Alderman Slowinski to approve the amendments to policy 3.04. Ayes all, nays none. Motion carried.
- 3.06 Motion by Alderman Patton, second by Alderman Phillips to approve policy 3.06 as further amended. Ayes all, nays none. Motion carried.

Delete #3 in its entirety under "Description"

~~If a holiday falls within a vacation period, an employee receives an additional vacation day with pay. When an employee is required to work on a legal holiday, compensatory time off is given or wages paid at the rate of time and one half, or according to the union contract.~~

Employee Acknowledgement

Motion by Phillips, second by Patton to approve the Employee Acknowledgement. Ayes all, nays none. Motion carried.

Meeting adjourned at 2:45 p.m.