

PERSONNEL COMMITTEE MEETING
Monday, December 8, 2014 – 6:00 p.m.
Lincoln Center ~ 1519 Water Street

PRESENT: Acting Chairperson Moore; Alderpersons Patton, Wiza,
Walther

EXCUSED: Chairperson Phillips

OTHERS

PRESENT: Mayor Wescott; C/T Ladick; City Attorney Beveridge;
Alderpersons R. Stroik, M. Stroik, Trzebiatowski, O'Meara;
Directors Schrader, Ostrowski, Schatschneider, Lemke; Chief
Finn; A/C Zenner; Barb Jacob, Allen Rasmussen, Kari Yenter,
Denise Mrozek, Lloyd Graff, Carrie Freeberg, Tricia Church;
Nate Enwald ~Portage County Gazette; Brandi Makuski ~
SPCT; Human Resource Manager Jakusz, Kelley Pazdernik

Acting Chairperson Moore called the meeting to order.

1. Request to fill vacancy in the Parks Department

Alderman Wiza moved to approve filling the vacancy in the Parks
Department, Alderman Walther seconded. Ayes all, nays none. Motion
carried.

2. Notice of Employee(s) seeking public office

Alderman Walther moved to accept the notice from employee(s) seeking
public office and place it on file, Alderman Patton seconded. Ayes all,
nays none. Motion carried.

3. Request for Step Adjustment for Election and Licensing Specialist

Acting Chairperson Moore reported that Alderperson Phillips is in favor of
this adjustment.

Human Resource Manager Jakusz asked if this will be the process for this type of horizontal movement and if so she would like some guidelines for how this will work. Human Resource Manager Jakusz said Clerk Moe has indicated he does have money in his budget for this, but she is not sure if other departments would have money for this.

Acting Chairperson Moore directed Human Resource Manager Jakusz to discuss establishing criteria for this type of request with the Personnel Chair and possibly putting on a future committee for discussion.

Aldersperson Wiza stated the results of the performance evaluation should decide if a step increase is warranted.

Human Resource Manager Jakusz stated the way it has worked historically, is the matrix is adjusted across the board, so all employees received the 1 and ½ percent adjustment, including those employees whose salary is red lined. If someone is eligible for a step and the employee has a satisfactory evaluation they will be able to advance that step. Steps 1-6 are at one year steps, 7-9 are two year steps and 10-11 are three year steps. Red lined employees are not eligible for steps.

Clerk Moe stated due to the exemplary work and the complexity of responsibilities of this position this is a unique situation. During the pay plan process, grade placement was appealed and the grade adjustment was approved and moved. He could not challenge the step placement and had no recourse. He brought up the situation to the former Mayor and Chairman Phillips who instructed him to bring it up when they took up the steps. The first step was to be the grade and the second to be the steps. He is following the guidelines he was given. The financial impact is minimal and will be absorbed in his budget. The purpose of a pay plan is to ensure we retain good employees and are able to compete with other municipalities of our like size. This will correct the oversight of the pay plan.

Aldersperson Patton moved to make the step adjustment – Election Licensing Specialist to step 4 of her grade, seconded by Aldersperson Walther.

Aldersperson Wiza stated for clarification all department heads would have an opportunity to make requests on behalf of their employees. He stated that Human Resource Manager Jakusz will work with Chairperson Phillips to determine if it needs to be made into a policy.

Ayes all, nays none. Motion carried

4. Modification to Administrative Policy 3.01 (Relating to Safety Toed Shoe/Clothing allowance)

Comptroller/Treasurer Ladick stated there was an issue with IRS compliance. Safety Toed Shoes are non-taxable; however articles of clothing could be taxable if they could be worn for everyday use. Rather than go through the arduous process of sorting out taxable and non-taxable he proposed duplicating the Police Department and giving the employees the \$150.00 upfront at the beginning of the year. This policy would affect DPW and Parks Departments.

Aldersperson Wiza asked if there would be a financial impact. Acting Chairperson Moore stated they are required to have safety toed shoes so it would be few and far between that employees did not spend that amount.

Aldersperson Wiza moved to modify Administrative Policy 3.01, seconded by Acting Chairperson Moore.

Aldersperson Trzebiatowski asked if this would affect seasonal/LTEs and Director Schrader said it would not.

Ayes all, nays none. Motion carried.

5. Adjournment ~ 6:12 p.m.