

PERSONNEL COMMITTEE MEETING
Monday, July 10, 2017 – 9:05 p.m.
Lincoln Center ~ 1519 Water Street

PRESENT: Chairman Slowinski; Alderpersons Morrow, Shorr, Dugan, Nebel

OTHERS

PRESENT: Mayor Wiza; C/T Ladick; City Attorney Beveridge; Clerk Moe;
Alderson(s) Phillips, Kneebone, McComb, Oberstadt, Johnson;
Director(s) Schrader, Beduhn, Lemke, Ostrowski; Chief Finn; Human
Resource Manager Jakusz

Chairman Slowinski called the meeting to order.

Discussion and possible action on:

1. **Amendment to Administrative Policy 2.05 – Position Reclassifications**

Human Resource Manager Jakusz reviewed the materials that were included in the packet: The draft of the policy that contained the revisions Alderman Shorr had suggested at the June City Council meeting; the policy version offered up by Alderson Johnson (it was noted this version did not support having an outside entity performing reclassification audits and review of job descriptions for new positions) as well the information gathered from other communities regarding their reclassification process and what, if any appeal process it contains.

Human Resource Manager Jakusz stated that if the City is leaning toward allowing an appeal process, her recommendation would be that the appeal is handled by the consultant. This would allow for the appeal process to remain consistent without politics or emotions and would be a fair and consistent process for employees.

Alderman Morrow stated his uncertainty over whether the consultant would change their mind over an appeal.

Mayor Wiza stated that his recommendation stands. He added that in his opinion, the Carlson Dettmann study had flaws due to politics which resulted in a great deal of animosity with employees and the council. He added that last month's discussion and language modifications to the policy answers questions. He also stated that appeals should stay out of

the realm of politics if the Committee chooses to incorporate appeal language – have the consultant handle that portion as well.

Aldersperson Johnson addressed the Committee and stated she had a different version of the policy to share this evening. Alder Johnson went on to review the policy draft she distributed. Mayor Wiza clarified that in her original draft proposal which was included in the packet, Alder Johnson had referenced Chapter 370.060 of the Wisconsin Human Resource Handbook, however, she did not include the portion that reads in part, “nor does volume of work unless it significantly affects the complexity and/or responsibility level of the position in question”. Aldersperson Johnson thanked the Mayor for clarification and added that she was pleased that the reference to “more of the same level of work was stricken from the policy.

Aldersperson Johnson reviewed the process followed by Marathon County. She stated that all reclassification requests with recommendations should be reviewed by the Personnel Committee to know the process we’ve chosen is transparent, non-political and objective.

Mayor Wiza stated his agreement that the classification recommendations should come from the consultant, but to have the Personnel Committee determine whether or not they are accurate would fracture the process.

Alder Johnson replied to the Mayor’s comment indicating they would not necessarily override the decision of the consultant but she felt it important that these are legitimate discussions for the decision-makers to have.

Aldersperson Nebel voiced her concern over there being a chance of error.

Aldersperson Dugan stated she is in favor of transparency of process and also agrees there needs to be a role for the Personnel Committee other than a rubber stamp. She would like to see the Committee have a look and a say.

Chairman Slowinski stated that Alderman Shorr’s version of the policy fulfills the Committee’s concerns; we can say yes or no. He strongly voiced his opinion that we need to keep politics out of it and maintain the integrity of the plan. He stated that he would not support allowing the Personnel

Committee having the ability to make adjustments to classification recommendations from the consultant.

Alderman Phillips stated that the Personnel Committee shouldn't micromanage. He stated that he trusts the Mayor, HR and the professionals. He added that if the appeal process does include the Personnel Committee, the members will receive calls from employees and it will become political.

Alderman Kneebone questioned the language in the policy requiring that the department head "must approve" the request [P. 1 of the policy first sentence in #1.]. She feels it would be more appropriate to have the professional make that determination.

Discussion ensued regarding possible re-phrasing of that sentence. The word "approval" will be changed to "concurrence".

Mayor Wiza stated it isn't "us against them" – we are a team. He stated that employees he has spoken with also want to keep the politics out of the process. He feels this is the best way to keep the process fair and maintain the integrity of the pay plan.

Human Resource Manager Jakusz stated she wanted to address the comment Alderman Morrow made early on about his concern that the consultant would not very likely overturn initial determinations when handling appeals. She stated that during the market survey process, there were indeed instances where requests for reconsideration were approved based on additional information the consultant received from employees submitting the request – it does happen. The consultant has requested additional information which has been gathered and submitted to the consultant by HR.

Alderman Nebel moved to approve the amendment to Administrative Policy 2.05 with the modification of changing the word "approval" to "concurrence" in the first sentence under #1 of the policy; Alderman Dugan seconded.

Alderman Shorr suggested allowing the committee to receive information on those requests that are denied as well. Human Resource Manager

indicated that for all reclassification information provided to the committee, employee names are removed.

Aldersperson Nebal voiced her support of that suggestion; Alder Dugan concurred.

Discussion ensued regarding the wording to allow for Alderman Shorr's suggestion. Under "D" on P. 2 of the policy, will read: Reclassification requests and fiscal impact for those awarded **and those denied (for informational purposes)** by the salary plan consultant will be presented to the Personnel Committee for consideration.

Aldersperson Johnson asked whether an appeal process to the consultant would be incorporated. Mayor Wiza applied that the survey results of responding communities showed a 50/50 split on having an appeal process. He would only support an appeal process handled by the consultant that was similar to the request for reconsideration process followed as part of the market survey.

Discussion ensued. It was agreed that an appeal process handled by the consultant that is similar to the request for reconsideration process followed as part of the market survey be incorporated into the policy.

Alderman Nebal restated her motion to approve the amendment to Administrative Policy 2.05 with the following additional changes:

- changing the word "approval" to "concurrence" in the first sentence under #1 of the policy;
- Under "D" on P. 2 of the policy, will read: Reclassification requests and fiscal impact for those awarded **and those denied (for informational purposes)** by the salary plan consultant will be presented to the Personnel Committee for consideration;
- Adding an appeal process handled by the consultant that is similar to the request for reconsideration process followed as part of the market survey be incorporated into the policy.

Aldersperson Dugan seconded. Ayes all, nays none. Motion carried.

2. **Amendment to Administrative Policy 3.01- Standard Benefits (Income Continuation)**

Human Resource Manager Jakusz stated that this policy amendment is due to a change in the eligibility timeline at the state level. Alderman Morrow moved to approve the amendment, Alderman Shorr seconded. Ayes all, nays none. Motion Carried.

3. Adjournment – 9:47 p.m.