

Meeting Minutes

PERSONNEL COMMITTEE MEETING

Monday, July 12, 1999 - 6:35 P.M.

Portage County Courthouse Annex - 1462 Strongs Avenue

Conference Rooms 1 & 2

Present: Chairman Rackow, Alderpersons Sevenich, Walther, Pazdernik, Kedrowski,

Also

Present: Directors Gardner, Schrader, Van Alstine; Mayor Wescott, C/T Schlice, Clerk Zdroik, Alderpersons Perlak, Kedrowski, Aldinger, Nealis,

Niedbalski, Water/Sewage Administrator Disher, Mayoral Assistant Bumgarner, Police

Captain Dowling, Personnel Specialist Jakusz, Susan Kampmeier (Journal),

Scott Krueger (WIZD), Gene Kemmeter (Portage County Gazette)

1. Discussion and possible action on a revision to Administrative Policy 2.02 (Recruitment and Selection) (5) - Screening and Ranking.

Policy 2.02 - Recruitment and Selection - Applicant Screening and Ranking 5. E. was revised to give the City the ability to contact current employers in addition to past employers, and/or personal references.

Policy 5. F. is an addition to the Administrative Policy 2.02. This will give the City the right to run all state of Wisconsin criminal/drivers license checks for employment purposes. The background check will be done by the Stevens Point Police Department. This is important when hiring people who will be driving City owned vehicles.

Policy 5. H. Physical Examinations. The prospective employee may be required to take a physical examination after he/she has been offered the position. This is necessary to measure the physical capability in relation to the job the employee will perform. The physical examination will be conducted by a licensed physician at the City's expense.

Ald. Kedrowski moved, Ald. Pazdernik seconded, to approve the revision to Administrative Policy 2.02 Recruitment and Selection (5) - Applicant Screening and Ranking.

Ayes, all, nays, none. Motion carried.

2. Discussion and possible action of a revision to Administrative Policy 3.04 - Employee Assistance Program.

The Personnel Committee and City Council at their meetings held June 14 and 21, 1999, respectively, confirmed action to change the Employee Assistance Program. The training with employees and supervisors with regards to the program has been completed. Confidentiality and privacy were added and some revisions were made on the benefits of the program. Whether accepting referral or rejecting referral, it is the employee's responsibility for maintaining job performance at the standards included in his or her position description.

Ald. Pazdernik moved, Ald. Walther seconded, for approval of the revision to Administrative Policy 3.04 - Employee Assistance Program.

Ayes, all, nays, none. Motion carried.

3. Adjournment - 6:45 P.M.

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