

Meeting Minutes

PERSONNEL COMMITTEE MEETING

Monday, February 8, 1999 - 6:20 P.M.

Portage County Courthouse Annex - 1462 Strongs Avenue

Conference Rooms 1 & 2

Present: Chairman Rackow, Alderpersons Walther, Barr, Aldinger, Phillips

Also Present: Directors Gardner, Schrader, Van Alstine; Mayor Wescott, C/T Schlice, City Attorney Molepske, Clerk Zdroik, Ald. Sevenich, Pazdernik, Perlak, Kedrowski, Nealis, Niedbalski; Administrator Disher, Assessor Kuehn, Street Supt. Krieski, Police Chief Carpenter, Police Captain Daubert, Personnel Specialist Jakusz, Adm. Asst. Folke, Design Engineer Yauch, Susan Kampmeier (Journal), Mike Kemmeter (WIZD)

1. Request to hire limited term employees - Streets Department.

Due to a number of worker's compensation claims in the Streets Department, Director Van Alstine is requesting permission to hire two limited term employees. The three employees on worker's compensation plus the normal vacations and sick leaves are creating a hardship on the normal day to day operation of the Streets Department. There is an immediate need to hire one limited term employee at this time. The hiring of the second limited term employee is dependent upon the ability of one of the employees who is on worker's compensation to return to work. If there is a need to hire a second LTE, it will be done in a couple weeks without the need for formal approval from the Personnel Committee. Mayor Wescott, Director Van Alstine and Personnel Specialist Jakusz will monitor the hiring of the second LTE.

Ald. Aldinger moved, Ald. Phillips seconded, to approve the hiring of two limited term employees for the Streets Department with the first one to be hired immediately and if there is a need to hire a second LTE, that it be done in a couple weeks without the need for formal approval from the Personnel Committee.

Ayes, all, nays, none; motion carried.

2. Request to refill vacant position - Police Department.

Kathleen Kostuch, a secretary in the Police Department, has announced her retirement resignation effective March 2, 1999. In a letter addressed to Mayor Wescott, Police Chief Carpenter stated that the upcoming vacancy will increase the workload for the Police Department staff and the Chief is asking that the recruitment process be started as soon as possible.

Ald. Walther moved, Ald. Barr seconded, to refill the vacant secretarial position in the Police Department.

Ayes, all, nays, none. Motion carried.

3. Request to revise Administrative Policy 1.04 C (1).

Administrative Policy 1.04 C (1) has been amended to read as follows:

(1) Employees of the City of Stevens Point are not permitted to use City-owned facilities or equipment for their own personal use, nor shall any City-owned equipment be removed from the City premises for the employee's personal use, except as otherwise provided in Section 1.04 C.

Ald. Walther moved, Ald. Aldinger seconded, for approval to revise the Administrative Policy 1.04 C (1).

Ayes, all, nays, none; motion carried.

4. Update on Elimination Period.

The shorter elimination period is continually being discussed with newly hired employees as part of the orientation process. Requests from two employees for a shorter elimination period were successful and two were not. Preexisting health conditions could be a factor in the denial of a shorter elimination period request. There is a total of eight employees who requested a reduction on their elimination period.

5. Adjournment - 6:25 P.M.

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