

**Date: Tuesday, September 6, 2016**  
**Time: 6:05 pm**  
**Place: West Side Fire Station**

## **SALARY & PERSONNEL COMMITTEE**

A. CALL TO ORDER & ROLL CALL

B. CORRECTION OF MINUTES

C. BUSINESS: OPEN

1. JOB DUTIES AND DESCRIPTION FOR FIRE CHIEF / DIRECTOR OF EMERGENCY MANAGEMENT

Continuing discussion from August 23 meeting...

Individual Requesting Item	Salary and Personnel
Expected Length of Discussion	10 minutes

2. POSITION CLASSIFICATION GRADE ON PAY SCALE FOR FIRE CHIEF OR EMERGENCY MANAGEMENT DIRECTOR/FIRE CHIEF

Individual Requesting Item	Salary and Personnel Committee
Expected Length of Discussion	5 min.

3. RECOMMENDATION TO COMMON COUNCIL OF PROPOSED PAY SCHEDULE ADJUSTMENT

In accordance with the Employee Compensation Plan, "the Salary & Personnel Committee will recommend approving or denying the ["across the board" adjustment to the Pay Schedule] which will be forwarded to the Common Council for the final decision.

Individual Requesting Item	City Administrator
Expected Length of Discussion	15 min

4. CONSIDERATION OF 2017 PERFORMANCE EVALUATION COMPETENCY CATEGORIES

The Performance Evaluation tool identifies five competencies in each category used for rating the employee. The committee is requested to validate the competencies to be considered for next year's evaluation process.

Individual Requesting Item	City Administrator
Expected Length of Discussion	10 minutes

D. BUSINESS: CLOSED

*Under Wis. Stats. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

Attendance is limited to the governing body, necessary staff and other officers such as the Clerk and Attorney and other persons whose presence is necessary for the business at hand.

1. CONSIDERATION OF PERFORMANCE EVALUATION MERIT INCREASES FOR

SPECIFIED EMPLOYEES

Performance Evaluations were completed for non-represented employees. In accordance with the Employee Compensation Plan "any employee whose performance exceeds standards as established through the performance evaluation system will be recommended to the Salary and Personnel Committee for a step increase for the following year."

Individual Requesting Item	City Administrator
Expected Length of Discussion	20 minutes

E. BUSINESS: OPEN FOLLOWING A CLOSED SESSION

Address any necessary actions coming out of Closed Session

1. TAKE ANY NECESSARY ACTION RELATED TO PERFORMANCE EVALUATION MERIT INCREASES FOR SPECIFIED EMPLOYEES

Individual Requesting Item	City Administrator
Expected Length of Discussion	3 Minutes

F. BUSINESS BY MEMBERS

*May make brief comments or bring up items to be discussed at a future meeting*

G. ADJOURNMENT

**This Committee may take any action it considers appropriate related to any item on this agenda.**

Requests from persons with disabilities who need assistance to participate in this meeting, including need for an interpreter, materials in alternate formats, or other accommodations, should be made to the Office of the City Clerk at (608) 329-2564 with as much advance notice as possible so that proper arrangements can be made.

**Members: Chairperson Brooke Bauman, Michael Boyce, Reid Stangel, and Alt. Richard Thoman**