

Date: Tuesday, November 15, 2016
Time: 6:30 pm
Place: Westside Fire Station

SALARY & PERSONNEL COMMITTEE

- A. CALL TO ORDER & ROLL CALL
- B. CORRECTION OF MINUTES
- C. BUSINESS: OPEN

1. NOTIFICATION OF EMPLOYEE PROMOTION

Comptroller Schuchart has recommended the promotion of Karla Fritsch to fill the vacant position of Accounts Manager. The compensation is accounted for in the 2017 Annual Budget as recommended by the Finance & Taxation Committee. There is no intent at this time to back fill the positions that will be vacated as a result.

Individual Requesting Item	City Administrator
Expected Length of Discussion	5 Minutes

Documents:

[*Accounts Manager_2016-05-04.pdf*](#)

2. DISCUSS AND POSSIBLE TAKE ACTION ON REFILLING THE YOUTH CENTER SUPERVISOR POSITION & SWIM POOL OFFICE MANAGER

Individual Requesting Item	Marge Klinzing
Expected Length of Discussion	10 minutes

Documents:

[*Recreation Position.docx*](#)
[*M-Position Request_2017-11-11.pdf*](#)
[*YC Position Analysis.pdf*](#)

3. REVISIONS TO COMP TIME POLICY

In previous meetings revisions to the usage of Comp Time were proposed. Attached is the Fair Labor Standards Act policy which addresses the issue on page 3.

Individual Requesting Item	Salary & Personnel Committee
Expected Length of Discussion	10 min.

Documents:

[*Appendix AL FLSA Policy 2016-10-27.pdf*](#)

4. PROPOSED REVISIONS TO ARTICLES V, VI AND AND VII OF THE EMPLOYEE POLICY MANUAL

Continued discussion from previous meetings.

Individual Requesting Item	S & P Committee
Expected Length of Discussion	10 min.

Documents:

[M-Manual-Revisions_2017-10-27.pdf](#)
[2016 Employee Comp Time Survey Results.pdf](#)
[D-!Employee Policy Manual_2016-07-07_Marked.pdf](#)

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

Carried over from previous meeting

Individual Requesting Item	S & P Committee
Expected Length of Discussion	10 MIN.

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	S & P Committee
Expected Length of Discussion	5 MIN.

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