

**SEPTEMBER 13, 2021, 2021 PERSONNEL COMMITTEE MEETING MINUTES  
CITY OF EDGERTON**

Candy Davis called the meeting to order at 6:14 p.m.

Present: Jim Burdick, Candy Davis and Sarah Braun

Others Present: City Administrator Ramona Flanigan, City Clerk/Treasurer Cindy Hegglund, Municipal Services Director Howard Moser, Library Director Kirsten Almo, and many city employees.

Flanigan confirmed the meeting notice was properly posted on Friday, September 10, 2021. Agendas were posted at Edgerton Post Office, Edgerton Public Library and City Hall.

**APPROVE MINUTES:** A Sarah Braun/ Jim Burdick motion to approve the May 24, 2021 Personnel Committee minutes passed on a 3/0 roll call vote.

**WAGE STUDY:** Joellen Gademartori from Gov HR presented the Classification and Compensation Wage Study.

Flanigan presented some of the policies related to the wage study for discussion. The study recommends that those employees who are below the range be brought up to at least the minimum of the wage range. The Committee felt the wages should be adjusted to bring them into the range. Staff was directed to calculate the cost to bring any position below the range to the bottom of the range.

The next policy relates to the current long-term employees who are below the middle of the range. The Committee felt the current staff with 10-yrns of service should be at either at 25% or 50% of the wage range. Adjusting these wages may result in a significant hourly increase for some employees. The Committee may want to establish a cap for the maximum increase in any one year with a plan to phase in wage increases. Staff will calculate the cost of each level to determine what is affordable.

The wage study also analyzed employee contribution toward to the health insurance premiums. The study showed the average employee contribution toward premiums was 10% for single coverage and 11% for family coverage. Currently city employees pay 7.1% toward their premium with the city paying the rest. If the annual cost to the employee was increased, it would require a \$0.29/hour increase to cover the additional cost for a family plan. Jim Burdick feels if wages are adjusted to meet the ranges in the study, then the insurance costs should also meet the average. He also felt a wage increase should compensate for the increase in cost. Candy Davis wants to make sure no employee loses money when or if an adjustment is done. Staff was directed to calculate the cost for any adjustments.

Another policy that were discussed in the study is vacation accrual. Staff asked the committee to consider a PTO (paid time off) system for all employees hired after 2011. This option would place the annual allocation of leave time in a bank. The employee could then use the leave time for any reason. At the end of each year the employee could then bank any unused leave, up to 12 days, into a "sick bank" to be used for any Family Medical Leave qualifying event, or the bank could be converted at retirement to either a payout or health insurance. The committee agreed with the PTO option. Jim Burdick suggested possibly adding 5 vacation days after 20 years of service.

Currently the city does not offer a comp time option. Allowing this would provide more flexibility to the employee and reduce cost for the city. Employees can take overtime or comp hours as time off. The City would cap the amount of hours any one employee can accumulate and require all hours be used or paid out in the calendar year. The employee would have the option of taking the time off or getting the overtime paid out.

Lead Operators in the water and sewer departments currently are paid \$0.75 more per hour for any hours they are in charge. Staff is recommending this amount be built into the regular wage of the lead operators and “in-charge” pay only be given when the Municipal Services Director determines there is a need to have someone in charge of the utilities or the DPW.

Currently the wage scale has the two lead operators making different top wages. Staff is recommending the top wage (with certifications) for the two lead utility operators be adjusted so they are the same and the top wage (with certifications) for the utility and DPW operators be the same.

The Committee reviewed to address the progression through the pay ranges in the future. For hourly employees, staff would have an increase every year for a determined number of years to get them to the 50% wage range. Additional step increases would be given at longer intervals to get them to the 80% range. To obtain maximum wages employees would need to obtain education/certificates relevant to their jobs.

For salaried employees, staff is recommending scheduled increases to reach the 50% wage range by 10 years, after which merit increases can bring the employee to the top of the range.

Being no other business before the Committee, a Sarah Braun/Candy Davis motion to adjourn passed, all voted in favor.

Ramona Flanigan/wjl  
City Administrator