

**OCTOBER 14, 2013 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Candy Davis called the meeting to order at 6:15 p.m. Committee members present were Ron Webb, Candy Davis and Chris Wellnitz. Also present were City Administrator Ramona Flanigan, City Clerk/Treasurer Cindy Heggland, Public Works Director Tom Hartzell and Utility Director Randy Oren.

Heggland confirmed the agendas were properly posted on Friday, October 11, 2013 at BMO Harris Bank, the Post Office, Edgerton Library and City Hall.

APPROVAL OF MINUTES:

A Wellnitz/Webb motion to approve the August 27, 2013 Personnel Committee meeting minutes passed, all voted in favor.

DISCUSS AND CONSIDER VACATION CARRY OVER POLICY:

The current policy states that any employee can carry over up to 40 hours of unused vacation into a subsequent year. One of our employees returned from a 90 day disciplinary leave this spring with 170 hours of vacation to use before his anniversary date, which was 5 weeks after his return. His supervisor was unable to allow him to take all his vacation time within those 5 weeks. The employee was granted some vacation and was allowed to carry over 40 hours. According to the current policy this employee would lose 87.5 hours of earned vacation. The proposed change would allow for more than 40 hours carried over in unusual circumstances.

A Wellnitz/Webb motion to leave the vacation carry over policy as written passed on a 2/1 roll call vote.

DISCUSS AND CONSIDER DONATION OF LEAVE TIME:

One of the city departments has requested the City consider a policy to allow employees to donate leave time to another employee. The donated hours would be vacation or comp time not sick time. The time would be converted to dollars not hours. The recipient of the hours is only eligible to receive donated hours for sever illness, injury or medical condition of the employee or an immediate family member. The employee must have exhausted all of his or her accumulated sick leave as well as available vacation and comp time. The committee has directed staff to draft a new policy and bring it back to the committee at the next meeting.

DISCUSS AND CONSIDER HEALTH INSURANCE OPTIONS FOR 2014:

The Council has passed a resolution to allow the city to offer a deductible or a non-deductable plan. The city currently uses the deductible plan and the city pays the deductible for each employee through the HRA account. A change to the non-deductable plan means the city would no longer use the HRA plan to pay the deductible. The non-deductable plan is a savings to the city.

A Davis/Wellnitz motion to change to a non-deductable option for all employees other than sworn officers passed on a 3/0 roll call vote.

DISCUSS AND CONSIDER WAGE AND BENEFITS FOR 2014:

Retirement costs will increase by .6% in 2014. Both the city and the employees (other than sworn officers) pay equal shares of the retirement so each party will share in the increase. The committee has established an increase of no more than 3% increase for wages and benefits. After the increase in health & retirement costs are subtracted, the maximum wage increase would be 2.6%.

CONSIDER PERSONNEL POLICY CHANGES REGARDING PAYOUT OF SICK LEAVE:

The committee modified the policy at the last meeting and wanted to see the new policy at the current meeting. The policy was modified to allow a 50% payout of accumulated sick leave at the time of retirement.

A Wellnitz/Webb motion to recommend the amendment for payout of sick leave passed on a 3/0 roll call vote.

CLOSED SESSION:

A Webb/Wellnitz motion to go into closed session pursuant to Wisconsin Statute 19.85(1)(c) "Discuss and Consider WPPA Negotiations passed. All voted in favor.

A Davis/Wellnitz motion to go into open session and adjourn passed. All voted in favor.

Ramona Flanigan/wjl
City Administrator