

**AMENDED MINUTES**  
**PERSONNEL COMMITTEE**

Tuesday, April 23, 2013

City Hall, Room 207

5:30 p.m.

Members Present: Chair Andy Nicholson, Ald. Amy Kocha, Ald. Tom DeWane, Ald. Tom Sladek

Others Present: Director Lynn Boland, Director Dawn Foeller, Chief Tom Molitor, Chief Mike Nieft, City Attorney Wachewicz and others

1. Roll Call.

2. Adoption of the Agenda.

A motion to adopt the agenda was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

3. Approval of the minutes of the meeting of April 9, 2013.

A motion to approve the minutes of the meeting of April 9, 2013 was made by Ald. Sladek seconded by Ald. DeWane. Motion carried unanimously.

4. Recommendation to reclassify a Clerk Typist II position in the Fire Department to a Clerk III position.

Director Boland stated the Clerk Typist II position is being recommended for reclassification due to modification of the job duties to include assisting with the processing of department payroll and assuming the payroll functions in the absence of the Administrative Assistant. The annual budget impact of the reclassification is \$1,579. The Fire Department has two .5 Clerk Typist II positions, one of which has been vacant since December 2011. The department has the funding available to cover the reclassification cost since the .5 position has been vacant since the first of the year.

A motion to approve the recommendation to reclassify a Clerk Typist II position in the Fire Department to a Clerk III position was made by Ald. DeWane and seconded by Ald. Kocha.

Under discussion, Ald. DeWane confirmed that both .5 Clerk Typist II positions would be reclassified to Clerk III including the incumbent. Ald. Sladek inquired about the additional payroll job duties. Chief Nieft addressed the need to have job knowledge of each particular area that is shared by more than one person. The job duties would be modified in three main areas – payroll responsibilities and the knowledge of how to process the payroll in the absence of the

Administrative Assistant, transcription duties for the Fire Marshal's Office, and handling of purchasing and processing invoices for the Division Chiefs. Ald. DeWane raised a concern about not paying out-of-class pay when the Administrative Assistant is on vacation.

A motion to open the floor for discussion was made by Ald. DeWane, seconded by Ald. Kocha. Motion carried unanimously.

Jodi Belongea spoke about the concern of not paying out-of-class pay in the absence of the Administrative Assistant and explained that support staff in other City departments receive out-of-class pay when they assume payroll functions in the absence of the employee who normally processes payroll. Ms. Belongea stated there is documentation that the two part-time Clerk Typist II's received out-of-class pay when they trained and performed these duties when the previous Administrative Assistant retired in 2010.

Ald. Kocha stated the reclassification would provide the employees with approximately a \$0.80 per hour pay increase year round to account for the additional payroll job duties.

Ms. Belongea agrees with the reclassification to Clerk III, but feels that out-of-class pay is warranted in the absence of the Administrative Assistant.

A motion to return to regular order of business was made by Ald. DeWane and seconded by Ald. Kocha. Motion carried unanimously.

Discussion continued. Chief Nieft stated the request to reclassify the position and the out-of-class pay are two separate issues. Ald. DeWane, Sladek and Kocha support the upgrade to Clerk III and feel the out-of-class pay issue needs further review. Ald. DeWane confirmed for the record that the current incumbent will be upgraded to a Clerk III position and the out-of-class pay issue still needs to be addressed.

Motion carried unanimously.

5. Request to fill the .5 Clerk III or Clerk Typist II position (dependent on previous action) in the Fire Department and all subsequent vacancies resulting from internal transfers.

Director Boland stated the Fire Department is requesting to fill the .5 reclassified Clerk III position. The two part-time positions may be filled as a full-time position at a later date.

A motion to approve the request to fill a .5 Clerk III position in the Fire Department and all subsequent vacancies resulting from internal transfers was made by Ald. DeWane, seconded by Ald. Kocha. Motion carried unanimously.

6. Review of survey data regarding rehire policies and consideration of a rehire policy for the City's General Municipal Employees.

Director Boland gave an overview of the results of the survey data which showed that Brown County, the City of Milwaukee and one major employer in the Green Bay area have rehire policies in addition to the policy in place for Green Bay Police Officers and Fire Fighters. Ald. Sladek would support implementing a policy similar to Brown County's that would cover individuals who had at least three years of service with the City and a break in employment of 6-months or less. Ald. Sladek requests the policy apply to all employees including Police and Fire.

Ald. DeWane questioned if the rehire policy for Police and Fire could be changed contractually and feels their rehire policy should remain as is. Ald. Sladek questioned if the Police and Fire Commission has the authority to establish a rehire policy. Atty. Wachewicz will review the authority of the PFC to establish policy, but believes it will relate back to the PFC's exclusive authority over hiring decisions.

A motion to hold the consideration of a rehire policy until the next Personnel Committee meeting was made by Ald. Sladek, seconded by Ald. DeWane. Motion carried unanimously.

7. Request by Ald. Nicholson to review the Web & Graphic Designer position.

A motion to hold the request by Ald. Nicholson to review the Web & Graphic Designer position for one month was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

8. Update and discussion regarding labor negotiations.

A motion to hold the update on labor negotiations until the next Personnel Committee meeting was made by Ald. DeWane, seconded by Ald. Kocha. Motion carried unanimously.

9. Report of Routine Personnel Actions for regular employees.

A motion to receive and place on file the routine report of Personnel Actions for regular employees was made by Ald. Sladek and seconded by Ald. Kocha. Motion carried unanimously.

There being no further business, a motion to adjourn was made by Ald. Kocha and seconded by Ald. DeWane at 6:30 p.m. Motion carried unanimously.

Respectfully submitted,  
Peggy Barden  
Recording Secretary