

**MINUTES**  
**PERSONNEL COMMITTEE**

Tuesday, January 28, 2014

City Hall, Room 207

3:00 p.m.

Members Present: Ald. Andy Nicholson, Ald. Amy Kocha, Ald. Thomas Sladek

Members Excused: Ald. Thomas DeWane

Others Present: Lynn Boland, Melanie Falk, David Litton, Tony Wachewicz, Dawn Foeller, Steve Grenier, Andy Rosendahl and others.

1. Roll Call.

2. Adoption of the Agenda.

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

3. Approval of the minutes of the meeting of January 14, 2014.

A motion to approve the minutes of the meeting of January 14, 2014 was made by Ald. Kocha, seconded by Ald. Sladek. Motion carried unanimously.

4. Request to fill Patrol Officer and Fire Fighter vacancies in 2014 that were approved as part of the budget.

Director Boland stated this is a request to fill patrol officer and fire fighter positions as vacancies occur in 2014. This request is similar to the authorization given by the committee last fall to fill vacant positions.

A motion to approve the request to fill Patrol Officer and Fire Fighter vacancies in 2014 that were approved as part of the budget was made by Ald. Kocha, seconded by Ald. Sladek for discussion.

Under discussion, Ald. Sladek recalled the authorization was given last year only for the police department. The chief was asking for blanket authorization for the final two months of 2013.

Director Boland stated that blanket authorization for these positions has been requested in the past. There were budgetary issues a couple of years ago and all open positions were brought forward during that time period. Prior to that, blanket approval was given for Police and Fire to fill vacant positions.

Ald. Sladek asked what the objective of the blanket authorization is. Director Boland explained the objective is move forward to fill positions that have been approved as part of the budget. Police and Fire have eligibility lists so if there is a

vacancy, we can move forward to fill the vacancy; it makes the process easier and quicker. The vacant position has to be a part of the budget.

Ald. Sladek understands employees need to be brought on board in a timely manner so the City doesn't incur a lot of overtime, but would like to propose a different way to do it. Ald. Sladek proposed that rather than transferring the authority to the Police Chief and Fire Chief, they bring forward their hiring plans for the year. Then the committee can vote on something specific and something we can monitor and revisit as the year goes along to see how the plan is working out.

Chief Litton stated the Fire Department is currently in the process of finalizing an eligibility list to be used to fill seven vacant positions in March. Those seven employees will then begin a 10-week fire academy. The department typically hires a group of new employees only once a year.

Director Boland stated that Police and Fire have somewhat different hiring processes. The Fire Department hires and trains new employees in a group academy, whereas the Police Department tends to hire and train new employees individually. Director Boland believes a report is a good idea, because it will show how long it takes to train an officer and function as an officer, the same for fire.

Ald. Sladek would support authorizing a specific plan rather than transferring authority.

After further discussion, Chief Litton requested approval to fill seven fire fighter positions that are currently in the process. Ald. Nicholson stated there is a motion on the floor to approve. Director Boland stated the motion on the floor is to approve filling upcoming vacancies in 2014 as long as the positions are part of the budget, but the motion could be modified to approve the seven fire fighter positions.

Ald. Sladek feels comfortable authorizing the seven fire fighter positions that are needed right now and the piece that deals with authority and plans, can be dealt with when we have time to examine the reports from the Chiefs. Ald. Sladek stated if the motion on the floor is withdrawn, he'll make a motion to authorize the hiring of the seven fire fighters that are time sensitive and ask the Chiefs to come back with a report or plan for the year proposing what their hiring would be. Chief Litton stated most of their retirees let the department know when they are going to go, so the department has a general sense of how many vacancies they will have. Chief Litton does not anticipate coming back to the committee and asking for additional personnel this year. Chief Molitor was unable to attend the meeting, but was contacted and requested to fill one police officer position at this time.

Ald. Kocha withdrew her motion.

A motion to authorize filling seven fire fighter positions and one police officer position and to have the Police Chief and Fire Chief report at a subsequent

meeting their staffing plans for 2014 was made by Ald. Sladek, seconded by Ald. Kocha. Motion carried unanimously.

5. Request to fill the following positions and all subsequent vacancies resulting from internal transfers.
  1. Programmer Analyst – Finance/IT
  2. Civil Engineer I/II – Public Works/Engineering

Director Boland stated these are replacement positions due to resignations and both are included in the 2014 budget.

A motion to approve item 5.1 and 5.2 and all subsequent vacancies resulting from internal transfers was made by Ald. Sladek, seconded by Ald. Kocha. Motion carried unanimously.

6. Request to reorganize the Welder position within the Public Works Operations Division to a Senior Mechanic and fill two Senior Mechanic positions and all subsequent vacancies resulting from internal transfers.

Director Boland stated the department is requesting to reorganize the Welder position in the table of organization to a Senior Mechanic position and fill two replacement positions.

Ald. Sladek clarified with Director Grenier that the Welder position listed in the 2014 budget book under the Motor Equipment Division would be eliminated and the seven Senior Mechanic positions listed would be increased to eight. Director Grenier confirmed.

Director Grenier stated the department has been without a welder since 2011 due to the hiring freeze. The Senior Mechanic job description includes welder duties, so the Senior Mechanics have been functioning as welders up to this point. The department would like to fill the position in the table of organization, but rather than hire a Welder whose job description is rather limited, the department would like to bring on another Senior Mechanic designated as the primary welder. When there aren't welder duties to be performed, that position would then have the ability to function as a Senior Mechanic. In order to do that, the department is proposing to reorganize because the Welder position is currently listed in the salary schedule at a G7 rate and the Senior Mechanic is a G9.

A motion to approve the request to reorganize the Welder position within the Public Works Operations Division table of organization to a Senior Mechanic and fill two Senior Mechanic positions and all subsequent vacancies resulting from internal transfers was made by Ald. Sladek, seconded by Ald. Kocha. Motion carried unanimously.

7. Request by Ald. Moore to delay the October 1, 2014 2% general salary increase for newly hired employees until they have been employed for 6 months.

Director Boland stated that Ald. Moore was unable to attend the meeting today due to the earlier start time.

A motion to hold the request by Ald. Moore until the next Personnel Committee meeting was made by Ald. Kocha, seconded by Ald. Sladek. Motion carried unanimously.

8. Request by Ald. Kocha to discuss, with possible action, the issue of revising the overtime payment policy, as it relates to the current requirement for employees to actually work 40 hours per week before overtime is paid.

Ald. Kocha asked to hold this item until the meeting in order to gather additional information and so that Ald. DeWane can be present.

A motion to hold this item until the next meeting was made by Ald. Kocha, seconded by Ald. Sladek. Motion carried unanimously.

Director Boland will gather information on overtime paid between 2009 and 2013 before the next meeting. Ald. Sladek asked for clarification on this request. Ald. Kocha stated that until an employee actually works 40 hours, they do not get overtime. For example, if a holiday falls on Wednesday and the employee is asked to work on Saturday, the employee does not receive overtime pay on that Saturday, because the holiday doesn't count towards the 40 hours worked. Ald. Kocha indicated the discussion will need to include how to deal with a day off for funeral leave, vacation, etc. in order to look at the whole picture. Director Boland will include information on how overtime was treated prior to Act 10.

9. Update and discussion regarding labor negotiations.

Director Boland stated there is no update at this time.

A motion to receive and place on file the update and discussion regarding labor negotiations was made by Ald. Kocha, seconded by Ald. Sladek. Motion carried unanimously.

10. Report of Routine Personnel Actions for regular employees.

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

There being no further business, a motion to adjourn was made by Ald. Sladek and seconded by Ald. Kocha at 3:30 p.m. Motion carried unanimously.

Respectfully submitted,  
Peggy Barden  
Recording Secretary