

MINUTES
#14-11-12
February 27, 2012
Salaries and Grievances Committee
2nd Floor Conference Room

DATE: Monday, February 27, 2012
TIME: 4:30 pm
PLACE: City Hall
SECOND Floor Conference Room

Members: Alderpersons, Chair Cory Roeseler; Vice Chairman Scott Versey;
Jean Kittelson, Jeremy Dekker, Kevin Sampson

Ex-officio Member: Sandy Rohrick, Manager of Human Resources

Excused: Alderpersons Cory Roeseler

Others in Attendance: James Amodeo, Vernon Koch, Chuck Butler, Gary Kolberg, Keith Risse, Dean Klein, Alderperson Jim Bohren, Marge Mattern

OPEN:

1. Call meeting to order.

Ald. Versey called the meeting to order at 4:30 pm.

2. Pledge of Allegiance.

The Pledge was recited.

3. Approval of the February 13, 2012 Minutes.

Motion by Alderperson Dekker, Second by Alderperson Sampson, Ayes: 3, Nays: 0.

MATTERS REFERRED:

4. G.O. 65-11-12 An Ordinance repealing Sections 82-125 and 82-126 of the
Council Doc. 10.3 Municipal Code relating to personnel regulations.

Hand out by Sandy, Section 82-126-Compensation for excessive overtime worked by certain non-represented employees and compensatory time for certain non-represented employees; and the replacement for Sec. 82-126 Compensation for overtime worked by non-represented employees.

Alderson Kittelson arrived 4:35 pm

Discussion was held regarding the new personnel regulations listed below:

The normal work schedule for full-time, non-exempt employees is five (5) - eight (8) hour periods, forty (40) hours per week. This schedule may be revised as necessary depending on customer and/or city requirements, as determined by management. Each employee needs to work with their supervisor to define the expected hours of work. Employees may need to flex their schedule to maintain a forty (40) hour work week. The time flexed must be approved in advance by management and be contained within a two-week, eighty (80) hour payroll cycle. If an employee flexes their schedule during the 40 hour work week, time worked in excess of 8 hours a day can only be taken on an hour-for-hour basis. In other words, if an employee works 10 hours on Monday, the additional two (2) hours flexed on Monday may be taken off later in the week at straight-time hours, not time-and-one-half. Employees may not save (bank) additional time off for use in another pay period. If business requirements prevent an employee to utilize their flexed time, the employee will be paid over time for hours worked in excess of forty (40) hours in a week.

Exempt employees are full-time employees who work a minimum of forty (40) hours per week. Due to the professional nature of these positions, exempt employees are paid a defined salary for their position rather than an hourly rate. Therefore, if the position requires additional hours (over 40) during the work-week, those who hold exempt positions are expected to perform their duties as part of their work-week. The additional time worked is considered part of the position expectations and is exempt from overtime pay.

Ald. Kittelson stated that the City needs to have policy that is consistent with the employees.

Ald. Dekker suggested that it should be the Department Heads decision.

Motion by Ald. Sampson to pass the revised Section 82-126 and send to Council with a favorable recommendation from Salaries and Grievances, Second by Ald. Kittelson, Ayes: 3, Nays: 1, (Dekker). Motion passes.

CLOSED SESSION:

A motion will be made to convene in closed session for the item below under the exemption provided in Sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion to go into closed session by Ald. Sampson, Second by Ald. Dekker, Ayes: 4 Nays: 0. Motion passes

5. Discussion on the severance agreement for a retiree.

OPEN:

Motion to go into open session by Ald. Sampson, Second by Ald. Dekker, Ayes: 4 Nays: 0. Motion passes

Possible action on item #5 in closed session.

A Motion was made by Ald. Versey to send a certified letter regarding a severance agreement to a retiree, Second by Ald. Sampson. Ayes: 4 Nays: 0. Motion passes

6. Set date and time of next Committee meeting.

March 12, 2012

7. Adjourn.

Motion to adjourn

Persons with disabilities who need accommodations to attend the meeting should contact the Human Resources Department at the following address as soon as possible: City Hall, Room 204, 828 Center Avenue, Sheboygan, WI. PH: 920/459-3373.