

# **MINUTES**

*#04-11-12*

**Monday, August 8, 2011**

**SALARIES AND GRIEVANCES COMMITTEE**

**THIRD FLOOR CONFERENCE ROOM - CITY HALL**

**DATE:** Monday, August 8, 2011

**TIME:** 4:00 pm

**PLACE:** City Hall  
Third Floor Conference Room

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

**Ex-officio Member:** Tom Rice Director of Human Resources and Labor Relations

**Excused:** Alderperson Versey

**Others in Attendance:** Mayor Ryan, Chief Domaglaski, Ald. Carlson, Ald. Boeldt, Dan Benson,

**OPEN:**

1. Call meeting to order.

Ald. Roeseler called the meeting to order at 4:00 p.m.

2. Pledge of Allegiance.

3. Approval of the June 27, 2011 Minutes.

Motion by Ald. Kittelson, Second by Ald. Dekker to approve the minutes, Ayes: 4, Nays: 0.

4. Discussion and possible action on waiving the residency requirement for the Planning Intern.

The Intern will be on a limited term, less than 20 hours per week and for approximately 6 months. Motion to waive the residency requirement by Ald. Dekker, Second by Ald. Sampson, Ayes: 4, Nays: 0.

5. Discussion and possible action on Grievance and Arbitration procedures.

Tom stated that he has worked with Attorney Steve McLean on the Grievances and Appeals Procedure regarding discipline, discharge or workplace safety. This would replace the grievances and appeals procedure that is found in the labor agreements, but excludes Transit, Police and Fire since they retain their procedures in their contracts.

The final step is the Common Council, except for the Library and the Water Utility which have their own boards.

Motion to approve by Ald. Kittelson, Second by Ald. Dekker. Ayes: 4, Nays: 0

6. Discussion and possible action on Retirement and Insurance contribution for non-represented employees.

Tom mentioned that the non represented employees, effective on the September 2, 2011 payroll, and the Transit employees, effective August 1, 2011, will begin to contribute 5.8% of their gross wages to WI Retirement.

Effective January 1, 2012 medical insurance contributions will increase to 12% for all employees except for Transit which went into effect as of August 1, 2011 per their CBA.

The approval from the Salaries and Grievances Committee is required to move forward with these changes.

Motion to approve by Ald. Kittelson, Second by Ald. Dekker, Ayes: 4, Nays: 0 with a favorable recommendation from Salaries and Grievances Committee

7. Discussion and possible action on the job description for the Human Resources Manager.

Tom explained that this would be a manager position, class grade 13, and report to the Finance Director. The Mayor did approve and sign the vacant position audit report form. In order to start the recruitment process the hiring freeze would need to be waived, and the Vacant Position Audit Report Form approved.

Motion to approve a resolution to waive the hiring freeze and the Vacant Position Audit Report Form by Ald. Kittelson, Second by Ald. Dekker, Ayes: 4, Nays: 0

8. Discussion and possible action on Operation of City Owned Vehicles.

Motion to file by Ald. Dekker, Second by Ald. Kittelson, Ayes: 4, Nays: 0

9. Discussion and possible action on a vacancy in the Police Department due to a retirement.

The Chief explained that there is money in the budget to fill the vacancy. He also stated that we are obligated, with the Police Grant, to keep the head count at 81.

Motion by Ald. Kittelson to approve a resolution to waive the hiring freeze and the Vacant Position Approval Form, Second by Ald. Dekker, Ayes: 4, Nays: 0

10. Contract Updates.

Tom stated he has met with the Police Officers and the Police Supervisors union, and will meet the Firefighters union. He indicated that he would like to have the negotiations concluded by October 1, in order to make the budget deadline of October 15, 2011. The other unions would have to recertify by October 1, 2011.

11. Set date and time of next Committee meeting.

Tentative, Monday August 22, 2011, time to be determined. – Third Floor Conference Room, City Hall.

12. Adjourn.

Motion to adjourn by Ald. Kittelson, Second by Ald. Sampson, All Alderpersons voting “Aye”

*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.*