

MINUTES
#08-12-13
October 22, 2012
SALARIES AND GRIEVANCES COMMITTEE
LOWER LEVEL CONFERENCE ROOM - CITY HALL

DATE: October 22, 2012

TIME: 4:15 pm

PLACE: City Hall

Lower Level Conference Room

Members: Alderpersons, Chair Cory Roeseler; Vice Chairman Julie Kath;
Jodi Vander Weele; David Van Akkeren; Mary Lynne Donohue

Ex-officio Member: Sandy Rohrick, Human Resources Manager

Excused: Cory Roeseler, David Van Akkeren

Others in Attendance: Jim Amodeo, Jeff Hermann, Dolcye Johnson, Chad Pelishek, John Bollard

OPEN:

1. Call meeting to order.

Ald. Kath called the meeting to order at 4:15 p.m.

2. Pledge of Allegiance.

The Pledge was recited.

3. Approval of the October 8, 2012 Minutes.

Motion by Ald. Donohue to approve the minutes, Second by Ald. Vander Weele, All Ayes,
Motion passes.

4. Discussion and possible action regarding the PTO Policy, clarification of the Discretionary and Vacation time.

Handout by Sandy the PTO Schedule and the PTO Policy.

Sandy stated that there are a couple of issues that need to be clarified.

- 1) Where does a person with 1 year of employment fit in the schedule.
- 2) When is a new employee eligible for discretion time? After 90 days or January 1?
- 3) Part-time employment becomes full-time (pro-rated hours?)

Ald. Kath stated that she would like more time to review the policy.

Sandy will send the PTO Schedule and Policy to the 2 members that were absent from the meeting.

Motion by Ald. Donohue to hold, Second by Ald. Vander Weele, Ayes: 3, Nays 0. Motion passes.

5. Discussion and possible action on an ordinance change for the Finance Department to move the Compensation Administrator Position back to the Human Resources Department.

Sandy stated that this position went back and forth for a couple of years. The Compensation Administrator started in the Human Resources Department, then went to the Finance Department for training. The Human Resources Department is starting to work with MUNIS and both the Compensation Administrator and the Benefits Administrator will be working hand in hand and it would be easier to have the Compensation Administrator move back to Human Resources Department.

Jim Amodeo also agreed to move the Compensation Administrator back to the Human Resources Department.

Motion by Ald. Vander Weele, Second by Ald. Donohue to send an ordinance to Council to move the Compensation Administrator position back to the Human Resources Department. Ayes: 3, Nays 0. Motion passes.

6. Discussion and possible action on an ordinance change for the Finance Department to create an Assistant Deputy Finance Director/Treasurer; the new job description; Vacant Position Approval Form for the Finance Department; and lift the hiring freeze to accommodate the additional position.

Sandy stated we are getting to the point that we'll need to do succession planning for the Deputy Finance Director/Treasure position. Currently there is an opening in the Finance Department as a Senior Accountant and this position would be placed on hold.

Hand out of job description. Basically it has the same job duties but the position would be reporting to Deputy Finance Director/Treasurer.

Ald. Donohue asked if this new position (Assistant) would automatically become the Deputy? Jim stated that should this person work out they would be eligible for that position, and the new Deputy could hire a Senior Accountant. There would be compensation for the new position due to the vacant Senior Accountant position. Motion by Ald. Donohue to approve the new job description and send an ordinance to Council; approval of the Vacant Position Approval Form; and a resolution to lift the hiring freeze. Second by Ald. Vander Weele. Ayes: 3, Nays: 0. Motion passes

CLOSED:

A motion was made by Ald. Donohue 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, Second by Ald. Vander Weele. Ayes: 3, Nays: 0. Motion passes.

7. Discussion and possible action regarding the salary for the Assistant Deputy Finance Director/Treasurer.

OPEN:

Motion to go into open session by Ald. Vander Weele, Second by Ald. Donohue, Ayes: 3, Nays 0, Motion passes.

8. Set date and time of next Committee meeting.

Tentative - Monday, November 12, 2012.

9. Adjourn.

Motion to adjourn by Ald. Vander Weele, Second by Ald. Donohue. All Ayes, Motion passes.

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.