

MINUTES OF THE MEETING OF THE WAGE & PERSONNEL COMMITTEE

City Hall – Conference Room
1210 Main St, Oconto, WI 54153
TUESDAY, NOVEMBER 14, 2023 - 5:00 PM

Draft for Approval

Meeting of the Wage & Personnel Committee was called to order at 5:00 pm by Chairperson Sowle

Roll Call –

Members Present: Patsy Bake, Bob LeBreck, Butch Mehlberg Riley Sowle, Steve Stock, and John Wittkopf
Also Present: Attorney Frank Calvert, City Administrator Brittney Burrueel also as recording secretary, and other interest parties

Approval of Agenda – Sowle made the recommendation to add “Next Meeting Agenda Items” to every Wage & Personnel agenda.

MOTION: Wittkopf / Bake *Motion to approve the agenda as amended for the Wage & Personnel Committee meeting on November 14, 2023.* **Voice Vote:** 6 ayes M/C

Approval of Minutes –

MOTION: Stock / Mehlberg *Motion to approve the minutes as presented for the Wage & Personnel Committee meeting on October 17, 2023.* **Voice Vote:** 6 ayes M/C

Correspondence/Public Input – none

Discussion/Recommendation on –

a. Employee Handbook Updates:

i. Part-Time Employee Pro-Rated Benefits

MOTION: Wittkopf / Mehlberg *Motion to adopt pro-rated benefits to part-time employees who are regularly scheduled to work 32 or more hours per week.* **Voice Vote:** 6 ayes M/C

ii. Probationary Period

MOTION: Wittkopf / Mehlberg *Motion to adopt a probationary period of 6 months at full pay, after which the Administrator and Department Head will review job performance, unsatisfactory performance may result in termination or an extension of the probationary period.* **Voice Vote:** 6 ayes M/C

iii. Compensatory Time

MOTION: LeBreck / Wittkopf *Motion to adopt the compensatory policy: employees may request and use compensatory time and convert it to payment not to exceed forty (40) hours per pay period. Any compensatory time carried over from the previous year must be used as time off only and is prohibited from conversion to payment, except upon termination of employment from the City at which time all compensatory time off shall be paid to the employee.* **Voice Vote:** 6 ayes M/C

iv. Other Handbook Updates

1. Definition of Retirement

MOTION: Wittkopf / Mehlberg *Motion to add the definition of retirement – as defined by WRS. Employee must meet the minimum retirement age of 55 (50 for protectives).* **Voice Vote:** 6 ayes M/C

2. Vacation Schedule

MOTION: LeBreck / Bake *Motion to adopt the vacation schedule as follows: one week in the first year, two weeks in the second year, three weeks in the sixth year, four weeks in the*

tenth year, five weeks in the fifteenth year, six weeks in the twentieth year. Voice Vote: 6 ayes M/C

MOTION: Mehlberg / LeBreck *Motion to eliminate vacation time carryover, except in circumstances at the discretion of the Department Head. Voice Vote: 6 ayes M/C*

b. Hiring Policies

Next Meeting Agenda Items – Employee Reviews (when and by who?)
Hiring Policies/Process

Adjournment –

MOTION: Wittkopf / Mehlberg *Motion to adjourn at 5:46 pm. Voice Vote: 6 ayes M/C*

Minutes submitted by City Administrator Brittney M. Burrue