



City of Reedsburg
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Personnel Committee Agenda
January 6, 2020
Reedsburg City Hall, 134 S Locust Street
5:00 PM

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY ATTEND THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THE COMMON COUNCIL HAS DECISION-MAKING AUTHORITY. IF A QUORUM OF THE COMMON COUNCIL ATTENDS THIS MEETING, NO ACTION WILL BE TAKEN BY THE COMMON COUNCIL AT THIS MEETING.

CALL TO ORDER

APPROVAL OF MINUTES

I. APPROVE MINUTES FOR THE MEETING HELD ON OCTOBER 7, 2019:

THE COMMITTEE WILL RECEIVE INFORMATION ON NON-AGENDA TOPICS BROUGHT BEFORE THE COMMITTEE BY MEMBERS OF THE PUBLIC. THE COMMITTEE WILL NOT DISCUSS THESE TOPICS, AND WILL NOT TAKE ACTION ON ANY OF THEM AT THIS MEETING

I. GENERAL BUSINESS:

- A. Approve/Deny: Recommend to Council: Amending the Personnel Manual to include prohibition of electronic smoking devices in City buildings, facilities and vehicles.
- B. Approve/Deny: Recommend to Council: Amending the Personnel Manual to include authorizing Veterans Day as a recognized holiday for active and honorably discharged members of the US Armed Forces.
- C. Receive Updated Position Description for the Police Department - Administrative Assistant.

II. ADJOURN:



The City of Reedsburg does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings and programs are available by calling (608) 524-6404. To be able to meet the needs of a request for a different format contact the City Clerk-Treasurer at 134 S. Locust Street, Reedsburg, WI at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

MEETING MINUTES FOR THE:

City of Reedsburg – Personnel Committee

Monday, October 7, 2019

The Personnel Committee for the City of Reedsburg convened in regular session on Monday, October 7, 2019 at 5:00pm at the Reedsburg City Hall – Mayor’s Conference Room with the following members present:

Alder Phil Peterson, Chair
Tiffany Schulte
Bill Voigt (first meeting)

Also Present:

Tim Becker, City Administrator
Chief Patrick Cummings
Officer Martin Pugh, RPPA Rep.

Approval of Minutes from February 4, 2019

*Moved by Schulte, seconded by Peterson **3-0, Motion carried.***

Item IA: Closed Session

- A. At 5:01pm the Personnel Committee entertained entering into closed session, under section 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, specifically, an employee retirement package and CBA negotiations with the RPPA/WPPA.

*Moved by Schulte, seconded by Voigt **3-0, Motion carried.** Chief Cummings & Officer Pugh exited.*

Motion to enter into Open Session at 5:25pm.

*Moved by Schulte, seconded by Voigt **3-0, Motion carried.** Chief Cummings & Officer Pugh re-entered.*

1. Motion to approve and recommend to Council waiving a portion of section 210 “Sick Leave” in the personnel handbook as it relates to the retirement of “Employee A”.

Moved by Schulte, seconded by Voigt 3-0, Motion carried.

2. Motion to approve and recommend to Council the WPPA/RPPA proposals for the 2020-2021 Collective Bargaining Agreement.

Item II: Adjourn

Motion to adjourn by Schulte, seconded by Voigt at 5:32pm. 3-0, Motion carried.

Timothy M. Becker

City Administrator

SECTION 5 WORK RULES

501 Personal Appearance

City employees are expected to dress and act in a manner consistent with the position they hold and the degree to which they contact the public. City employees are expected to present a personal appearance that projects a positive image of the City.

An employee's supervisor is required to discuss the subject of personal appearance with the employee if it does not positively reflect the image of the City. Employees who are inappropriately dressed in the supervisor's opinion may be sent home and required to return to work in acceptable attire. Under these circumstances the employee shall not be paid for time away from the work site. Employees who do not comply with this policy may be subject to discipline, up to and including termination.

502 Tobacco

The use of tobacco or electronic smoking device (as defined in §315-9(C)(2)) products is not allowed in City buildings, facilities or vehicles.

503 Safety

The City attempts to balance City-wide control of some safety and risk management functions with departmental responsibility for the implementation of most functions. Each and every employee should be involved in contributing to a safe environment. Continual emphasis on safety and loss prevention techniques and the refinement of work procedures have been shown to significantly reduce injuries, property damage, and work interruptions. The City has designated the City Administrator as Safety Director and all employees are required to follow direction given by him/her in the area of Risk Management or safety issues. The Safety Director, or designee, will also keep and maintain incidence logs and keep adequate records as required by the state or federal government.

As a condition of employment, all employees are expected to adopt a concept that the safe way to perform a task is the most efficient and the only acceptable way to perform that task. Supervisors have been charged with the responsibility of maintaining a safe work environment and establishing safety rules and adequate training for all under their jurisdiction. Employees are responsible for following the safety rules, wearing the required protective equipment, promptly reporting all unsafe actions, practices and conditions that they observe, reporting all accidents and injuries occurring within the course of their employment, and cooperating and assisting in the investigation of accidents to identify causes and corrective measures to prevent their occurrence. Employees found not to be wearing required protective equipment will be required to leave the job site until properly attired without pay for the first offense, second offense will be a day off without pay. Subsequent offenses will be subject to discipline.

C. Definitions. The definitions set forth in Wis. Stats. § 101.123(1) are hereby adopted and incorporated by reference as if fully set forth herein, provided that the term “Enclosed place” defined in Wis. Stats. § 101.123(1)(ak), shall be deemed to include any enclosed indoor area as defined in this subsection. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

2. “Electronic smoking device” means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately.

11. “Smoking” means {burning or holding, or inhaling or exhaling, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form. Smoking includes the use of an Electronic Smoking Device.

206 Call-in

Non-Exempt Employees shall be paid a minimum of two (2) hours at a rate of one and one-half (1 ½) times their hourly rate when an employee are called-in to work outside of their normal schedule of hours. Call out pay for emergency work on a Holiday will be at two (2) times the hourly rate.

207 Working out of Classification

An employee performing work in a higher classification resulting from a temporary vacancy created by resignation, termination, or other severance of employment by a higher-ranked individual, or from the incapacity of the incumbent in a higher-ranked position may, upon authorization by the Personnel Committee and Common Council, be paid the rate of the higher-ranked position for the period during which the employee performs that work.

208 Holidays

A. Holidays

All regular full-time City employees shall receive their regular straight time rate of pay for the following designated holidays.

All General Employees

New Year's Day, Memorial Day, Independence Day, Spring Holiday (Friday before Easter), Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day and one floating holiday. Veteran's Day is a recognized holiday for all active and honorably discharged veterans of the United States Armed Forces, as documented through a submitted DD-214.

Police Department

New Year's Day, Memorial Day, Spring Holiday (Friday before Easter), Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day and two Floating Holidays. Veteran's Day is a recognized holiday for all active and honorably discharged veterans of the United States Armed Forces, as documented through a submitted DD-214.

Holidays falling on Sunday shall be observed on Monday. Holidays falling on Saturday shall be observed on Friday. In the event Christmas falls on a Saturday, it shall be observed on Friday and Christmas Eve shall be observed on Thursday. In the event Christmas falls on Monday, Christmas Eve Day shall be observed on the previous Friday.

Except as provided above, when a holiday is observed on a day which an employee is not scheduled to work, the employee shall be paid one (1) day at his or her basic wage rate for the holiday.

Employees on a leave of absence (whether paid or unpaid) or on layoff are not eligible for holiday pay. Absence attributable to paid vacations, paid jury duty or funeral leave shall not affect an employee's eligibility for holiday pay provided that the employee otherwise works the employee's scheduled work hours on the preceding and following days.