CITY OF MONTELLO

PERSONNEL COMMITTEE MINUTES

9-11-18

Meeting called to order by Mayor Doudna at 6:01 PM

Members present: Mayor Doudna, Jim Houdek, Venise Mugler, Barb Jordan, Ken Streich

Others Present: Dawn Calnin, Rick Olson, Mike Kohnke, Karlene Utke

REVIEW AND APPROVE AGENDA:

Motion by Jordan/Mugler to approve the agenda. Motion carried

NEW BUSINESS:

1. Discussion, with possible action, Personnel Handbook Changes.

Discussion of current Personnel Manual. The Mayor asked Calnin to present to the committee points given at her recent class in August.

* Class taught by Attorney who pointed out the importance of municipalities updating the personnel manual. Stated many things have changed since Act. 10 and he’s seen a lot of municipalities still following old ways that are obsolete. Some of those points are:

1. With no unions since Act 10 employers and employees are at will

2. Seniority has gone away and the hiring is based more on best qualified

3. Exempt employees vs non-exempt employees who are paid overtime

4. Stressed that Personnel Manuals are more a guideline and that actual job descriptions should list the particulars of a position, thus clarifying a salaried position vs an hourly position.

The committee discussed overtime pay and if the committee recommends going to overtime pay vs comp time, what happens to the existing comp time? Mugler asked if overtime would be paid after 40 hours. Jordan asked if it went to overtime pay can the employee make the decision to accrue comp time to 10 hours and then the rest will be paid? Houdek feels that time and a half should be for both paid overtime and comp time.

Jordan feels that a professional should help with writing the personnel manual.

Utke suggested giving contracts to employees.

Motion by Mugler/Houdek to pay overtime hours over 40 hours. When an employee works over 40 hours in a given week, the employee can “bank/store” up to ten hours, with the balance being paid at time and a half. The stored/banked time is determined by the employee. Overtime must be approved by the supervisor. Motion carried. Jordan voted no

1. DISCUSSION, WITH POSSIBLE ACTION, 2019 WAGES.

Mayor stated that the finance committee started meeting for the 2019 budget. For a starting point on wages - $1 per hour increase. Houdek asked why $1 per hour and not a percentage. Mayor asked for committee input. Mugler wanted to know how a percentage would affect employees vs. $1 per hour. Ken Streich suggested a percentage based on performance. Feels the city should look out for the full time employees vs. part time (gave the example of a part time park employee). Mayor said the city could do a percentage on performance. Utke suggested bonuses.

Motion by Mugler/Jordan to recommend that Police Department part time officer salary range be 16.75-18.50 per hour. Mugler and Jordan modified that range to 16.75 – 20.00 per hour. Motion carried.

Motion by Jordan/Streich to recommend that Park part time employee salary range be 14.00 – 17.00 per hour. Motion carried.

Motion by Streich/Mugler to recommend that Public Works part time employee salary range be 14.00 – 17.00 per hour for 2019. Motion carried.

Motion by Mugler/Streich to adjourn. Motion carried at 7:12 PM

Minutes by Dawn Calnin