



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
June 16, 2020

Committee #2 met on Tuesday, June 16, 2020 at 5:30 pm in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: **Remotely** – CW King (arrived at 5:38 pm), Chuck Hull, John Monarski
Mayor/Other Council Members present: **Remotely** – Rob Kiefer
Others present: **Remotely** - Finance Manager/Treasurer Lynne Bauer, Police Chief Matt Kelm, and City Clerk Bridget Givens

Call to Order: 5:32 pm

1. Open Session

2. Motion by Monarski/Hull to go into Closed Session under Sec. 19.85 (1) (c), Wis. Stats. for “Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility” to:

- a. Discuss benefits for Police Department Records Clerk candidate; and to include Committee/Council members, Mayor, Bauer, Kelm, and Givens; may return to Open Session for possible action on Closed Session item.**

Roll Call Vote: Aye – Monarski, Hull. Motion carried.

The Committee discussed Item (a) above.

Motion by Monarski/Hull to return to Open Session. All present voting aye, motion carried.

It was reported that a motion was approved in Closed Session to award the Police Department Records Clerk candidate seven days of vacation time upon hire and ten days after one year of employment with placement on the vacation schedule thereafter.

3. Adjournment

Motion by Monarski/King to adjourn at 5:39 pm. All present voting aye, motion carried.

**Minutes submitted by,
Lynne Bauer, Finance Manager/Treasurer**

LEAVES - VACATION

POLICY: To provide eligible employees with paid vacation time while meeting the operational needs of the City.

Eligibility: Full-time employees shall be eligible for annual paid vacation as follows:

<u>Years of Service</u>	<u>Number of Days</u>
During Year 1	Max. 5 days (pro-rated from start date/accrued per pay period)
After 1 year	Five (5) Days
After 2 years	Ten (10) Days
After 6 years	Fifteen (15) Days
After 7 years	Sixteen (16) Days
After 9 years	Seventeen (17) Days
After 11 years	Eighteen (18) Days
After 13 years	Nineteen (19) Days
After 14 years	Twenty (20) Days
After 15 years	Twenty-one (21) Days
After 17 years	Twenty-two (22) Days
After 19 years	Twenty-three (23) Days
After 22 years	Twenty-four (24) Days
After 25 years	Twenty-five (25) Days

Part-time employees, working at least 1200 hours per year, shall receive pro-rated vacation. All vacation shall be paid at the rate and classification the employee carries at the time vacation is taken.

Approval: Use of vacation time requires the prior approval of the employee's supervisor.

Accrual: Each employee may carryover a maximum of seven (7) days of vacation into their "new anniversary year". Any requests for exceptions to this policy must be submitted in writing to the Department Head who will then convey such request to the Finance & Administration Department for approval.

New Hires: Department Heads may submit a request to the Finance Manager/Treasurer that a prospective applicant be granted a one-time beginning balance of vacation days for length of service for employment experience that is directly related to the position. The request must be in writing before the applicant is hired and shall be based on the Department Head's assessment of the candidate's qualifications beyond the minimum requirements, recruitment considerations, or service accrual provided by the previous employer. The Finance Manager/Treasurer will make a recommendation to Committee #2.