



**Minutes**  
**Committee #2**  
**Labor Negotiations, Personnel, Policy & Administration**  
**August 14, 2017**

**Committee #2 met on Monday, August 14, 2017 at 8:30 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Committee Members present: CW King, Chuck Hull, John Monarski

Mayor/Other Council Members present: Rob Kiefer

Others present: Finance Manager/Treasurer Lynne Bauer, Fire Chief Mike Hepfler, Attorney Steve Weld

Call to Order: 8:30 AM

1. **Open Session**

2. **Closed Session**

**Motion by Monarski/Hull** to go into closed session under WI Statutes 19.85(1)(e) "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other public business whenever competitive or bargaining implications require a closed session" to: **a) Discuss labor negotiation issues and strategy**; and to include Committee and Council Members, Finance Manager/Treasurer Lynne Bauer, Fire Chief Mike Hepfler, Attorney Steve Weld; and may return to open session.

**Roll call vote: Monarski – Aye; Hull – Aye; King - Aye. Motion carried.**

The Committee discussed labor negotiation issues and strategies.

**Motion by Monarski/Hull** to return to open session. **All present voted aye. Motion carried.**

3. ***Although Item #3 was listed as a Contemplated Closed Session under Sec. 19.85 (1) (c), the Committee remained in open session to "a. Discuss benefits for Assistant City Engineer Candidate".***

Finance Manager/Treasurer Bauer indicated the top candidate for the Assistant City Engineer position has requested vacation days based on his experience outside of city employment. Based on that experience he would be given 10 days on the city's vacation schedule. The recommendation is to award 10 days of vacation when he begins employment with the City and 10 days on each of his anniversary dates for years 1-6. After six years of employment with the City, he will receive additional vacation per schedule. In addition, if the candidate leaves before his one year anniversary he will forfeit any accrued vacation.

**Motion by Hull/Monarski** to recommend the Council approve the proposal to give the Assistant City Engineer Candidate 10 days of vacation when hired; 10 days on each anniversary date at the completion of years 1-6; with the understanding that any accrued vacation will be forfeited if the candidate leaves before the one-year anniversary. **All present voted aye. Motion carried.**

4. **Adjournment**

**Motion by Hull/Monarski** to adjourn at 9:03 AM. **All present voted aye. Motion carried.**

**Minutes submitted by,  
CW King, Chair**

## 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.