

**PUBLIC NOTICE OF A MEETING OF THE  
PERSONNEL COMMITTEE OF THE CITY OF MANITOWOC**

Pursuant to Section 19.84(2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Herald-Times Reporter, the official newspaper of Manitowoc, and to those news media who have filed a written request for this notice that a meeting of the **PERSONNEL COMMITTEE** of the City of Manitowoc will be held on **Monday, June 11, 2012 at 5:15 o'clock P.M.** at City Hall, Second Floor Conference Room, 900 Quay Street, Manitowoc, Wisconsin.

As of the date of this notice, the subject matter known to be intended for consideration at the meeting is as follows:

1. Call meeting to order.
2. Public input.
3. Discussion and possible approval of minutes of previous Personnel Committee meeting. (April 9, 2012)
4. Update on legal expenses billed through Human Resources.
5. Update on health plan funding.
6. Discussion regarding insurance fund balance, re-appropriation of funds and premium holiday.
7. Mayor's request: Discussion and possible recommendation regarding creation of Customer Service Clerk position, related job description and compensation.
8. Discussion and possible action regarding 20 minute paid lunch hour v. 30 minute unpaid lunch hour for employees relative to the Employee Policy Manual.
9. Discussion and possible action regarding holiday pay relative to the Employee Policy Manual.
10. Discussion and possible action regarding overtime pay for employees on subcommittees.
11. Discussion and possible action on amendment to the Electronic Communication and Information Systems Policy relative to the use of USB flash drives.
12. Discussion and possible action regarding request from Director of Public Works/City Engineer/Parks to provide benefits to a 20 hour per week Clerk.
13. Discussion and possible action regarding PTO balances relative to the Employee Policy Manual concerning the Fire Administrative staff change to 24 hour shifts.
14. Discussion and possible recommendation regarding the rate of pay for the DPW Electrician/Electrical Inspector position.

Convene in Closed Session.

15. Discussion and possible action regarding Police grievances number 11-543 and 11-544.

Notice is hereby given that the above governmental body may adjourn to a closed session following the presentation of the proposal(s) during the meeting as authorized by Section 19.85 (1)(e) and Section 111.70 of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of conducting specified public business where competitive or bargaining reasons require a closed session.

The specific subject matter to be considered in closed session is number 15 noted above.

Reconvene in Open Session

16. Discussion and possible action regarding Police grievances number 11-543 and 11-544.
17. Schedule next meeting.
18. Adjourn.

If you need accommodations for this meeting, please notify the City Clerk's office at least 48 hours in advance of the meeting (or as soon as possible after the meeting is posted, if posted less than 48 hours prior to the meeting time) at 686-6950, or TDD 686-6552.

Dated this \_\_\_\_\_ day of June, 2012.

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Personnel Committee Chairman

**POSTED:**

Bulletin Board - Clerk's Office

**DELIVERED:**

Official Newspaper  
Lakeshore Chronicle  
Cable Programmer-Clerk's Office  
Committee Chair

**ED:**

WCUB  
Comcast  
Mayor  
Department Heads  
Municipal Judge

**MAIL**

WOMT