



# City of Manitowoc

900 Quay Street  
Manitowoc, WI 54220  
www.manitowoc.org

## Meeting Agenda Personnel Committee

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Monday, December 8, 2014

5:00 PM

Council Chambers

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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 above-referenced will be held at the date, time and location listed above.

The above governmental body will meet to discuss and possibly take action on the agenda items set forth below.

1. CALL TO ORDER
2. ROLL CALL
4. PUBLIC COMMENT
5. CONSENT AGENDA

[14-2637](#) Approval of November 10 Personnel Committee Minutes.

**Attachments:** [PC Minutes 11-10-14](#)

[14-2638](#) Review of legal fees billed out through Human Resources.

**Attachments:** [OUTSIDE LEGAL COUNSEL FOR HR 2014 Costs](#)

[14-2639](#) Review of legal fees billed out through Attorney's Office for Municipal Court prosecution.

**Attachments:** [MOZINSKI CASHMAN 2014 Costs](#)

[14-2640](#) Report out on Health Plan Funding.

**Attachments:** [City of Manitowoc - DPPM](#)  
[City of Manitowoc - HPPM](#)

[14-2641](#) Report out of Human Resources initiatives.

**Attachments:** [HR Update](#)

[14-2642](#) Report out of City Attorney's Office initiatives.

**Attachments:**      [Atty Update December2014](#)

[14-2644](#)      Internal Equity Final Recommendation.

**Attachments:**      [Internal Equity Memo](#)

## 6. DISCUSSION AND ACTION ITEMS

[14-2646](#)      Discuss filling vacant positions under hiring freeze.

**Attachments:**      [res 14-996 eff 05-13-14](#)

[14-2647](#)      Discuss HR discretion in hiring up to Step 3.

**Attachments:**      [Compensation Guidelines 2014](#)

[14-2648](#)      Discuss Draft Volunteer Time Off Policy.

**Attachments:**      [Volunteer Time Off Policy DRAFT](#)

[14-1752](#)      Integrating Police Supervisors to the Employee Policy Manual - PTO amendment.

**Attachments:**      [Police Supervisor Transition to EPM](#)

[14-2245](#)      Updated Employee Policy Manual.

**Attachments:**      [Updated EPM Redline](#)

[14-2636](#)      Request to fill Police Department Deputy Chief position.

**Attachments:**      [PD Deputy Chief Requisition](#)

[14-2643](#)      Request from Jim Muenzenmeyer, Transit/Building and Grounds, to hire a part-time Transit Driver.

**Attachments:**      [Transit Driver PT Requisition](#)

## 7. CONVENE IN CLOSED SESSION

[14-2649](#)      Discuss pay scale for Police Chief.

**Attachments:**      [res 14-013 eff 02-03-14 Police Chief Salary](#)

Notice is hereby given that the above governmental body may adjourn into a closed session during the meeting as authorized by Section 19.85(1)(c) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session 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.

The specific subject matter that may be considered in closed session is:  
14-2649 noted above.

**RECONVENE IN OPEN SESSION**

[14-2649](#) Discuss pay scale for Police Chief.

**Attachments:** [res 14-013 eff 02-03-14 Police Chief Salary](#)

**8. SCHEDULE NEXT MEETING****9. ADJOURNMENT**

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 920-686-6950. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.