



# City of Manitowoc

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

## Meeting Agenda

### Personnel Committee

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Monday, March 14, 2016

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.

Notice is hereby given that a majority of the Common Council of the City of Manitowoc may be present at this meeting to gather information about the subject matter over which they have decision making responsibility.

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
3. PUBLIC COMMENT
4. CONSENT AGENDA

These items will be approved by one motion unless any Committee Member wishes to remove an item for discussion.

REMOVAL OF CONSENT AGENDA ITEMS.

Any Committee Member may request removal of any item from the Consent Agenda, and such item shall be removed without debate or vote. Any item or part thereof removed from the Consent Agenda shall be separately considered.

[16-0189](#) Approval of February 1, 2016 Personnel Committee and Joint Personnel and Safety Committee Minutes.

**Attachments:** [PC and Safety Minutes 02-01-16](#)  
[PC Minutes 02-01-16](#)

[16-190](#) Review of legal fees billed out through Human Resources.

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

[16-191](#) Review of legal fees billed out through Attorney's Office for Municipal Court prosecution.

**Attachments:** [Atty Invoices](#)

[16-192](#) Report out on Health Plan Funding.

**Attachments:** [Med Den 1215 Revised](#)

[16-194](#) Report out of Human Resources Initiatives.

**Attachments:** [HR Update Mar 2016](#)

[16-193](#) Report out of City Attorney's Initiatives.

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

## 5. DISCUSSION AND ACTION ITEMS

[16-196](#) Police Department out-of-state travel request - New World Training.

**Attachments:** [Out of State Travel Training Request for Nick Reimer](#)

[15-1253](#) Shift Premiums for Street Sweepers.

**Attachments:** [Shift Premium](#)

[16-0039](#) Discuss FLSA concerns and disabling email for non-exempt employees.

[16-0110](#) Seasonal Hiring Policy and Rates.

**Attachments:** [Seasonal Admin Clerk DPI](#)  
[HR Intern JD](#)  
[SEASONAL HIRING POLICY Draft 03-2016](#)  
[2016 Seasonal payrates](#)  
[Seasonal Office Admin Justification](#)

[16-0180](#) Addition of Short-Term Disability policy language into Employee Policy Manual.

**Attachments:** [STD EPM Language](#)

[16-0187](#) Request to fill Streets Laborer position due to an upcoming retirement.

**Attachments:** [Streets Skilled Laborer](#)

[16-0035](#) Discuss inequities between Streets and Parks Divisions' wages.

**Attachments:** [2015 Comp Plan Step F](#)

## 6. CONVENE IN CLOSED SESSION

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:

[16-0035](#) Discuss inequities between Streets and Parks Divisions' wages.

**Attachments:** [2015 Comp Plan Step F](#)

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)(e) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The specific subject matter that may be considered in closed session is:

[16-0172](#) Firefighters' Grievance - Captain Acting Pay.

**Attachments:** [Fire Dept Grievance 1-18-2016](#)  
[FF Grievance Request to PC 1.29.16](#)

## 7. RECONVENE IN OPEN SESSION

[16-0035](#) Discuss inequities between Streets and Parks Divisions' wages.

**Attachments:** [2015 Comp Plan Step F](#)

[16-0172](#) Firefighters' Grievance - Captain Acting Pay.

**Attachments:** [Fire Dept Grievance 1-18-2016](#)  
[FF Grievance Request to PC 1.29.16](#)

## 8. 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.