



City of Manitowoc

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

Meeting Agenda Personnel Committee

Monday, February 4, 2019

6:00 PM

Council Chambers

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, or a standing committee of that body, 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.

[19-0121](#) Approval of January 7, 2019 Personnel Committee Minutes

Attachments: [01-07-2019- PC Final Meeting Minutes.pdf](#)

[19-0122](#) Review of legal fees billed out through January, 2019-Human Resources

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

[19-0123](#) Report out on Health Plan Funding

Attachments: [Med Den FAR 1218.pdf](#)

[19-0124](#) Report out of Human Resources Initiatives February, 2019

Attachments: [HR Update 2.4.2019](#)

[19-0125](#) Report out of City Attorney's Initiatives February, 2019

Attachments: [Feb 2019 Attorney Update.pdf](#)

APPROVAL OF CONSENT AGENDA

5. Discussion and Action Items

[19-0115](#) Out of State Travel Request-PD-Tyler Tech Conference-April 7-10, 2019-
Dallas, TX

Attachments: [PD Out of State Travel Request.pdf](#)

[19-0072](#) Resolution to revise Employee Policy Manual for Overtime/Call-in-Pay
language change

Attachments: [Redline OT Call In Pay Proposed Language Change 2018](#)
[Final OT Call In Pay Proposed Language Change 2018](#)
[Res 19-0072](#)

[19-0119](#) Approval of PTO Donation Request from Former Employee

[19-0118](#) Approval of Employee Policy Manual Revisions

Attachments: [Memo to Council re EPM Revisions 1.2019.pdf](#)
[_EPM-City with Library rev 2.2019.pdf](#)

[19-0117](#) Approval of Drug & Alcohol Prevention Policies

Attachments: [Appendix A - Job Classifications - Safety Sensitive positions D&A Policy.pdf](#)
[DRAFT Drug and Alcohol DOT Regulated Employees.pdf](#)
[DRAFT Drug Free Workplace Policy \(All employees\) \(2018\).pdf](#)

[19-0116](#) Approval of Seasonal Hiring Policy and Rates

Attachments: [2019-SEASONAL HIRING POLICY-Draft- with Appendix-12-2018.pdf](#)

[18-1228](#) Pay for Performance and Sustainability of Compensation Plan

Attachments: [2018 July Comp Plan.pdf](#)
[Comp plan employee distribution 12.2018 for Personnel](#)

[19-0139](#) Amendments to Code of Ethics, Council Rules, and Council Code of Conduct

Attachments: [CouncilRules2017-18 Amended 5-2018.pdf](#)
[3800 Ord to amend Code of Ethics.pdf](#)
[Council Code of Conduct.pdf](#)

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:

[19-0114](#) Alder Gabriel's Request to Compensate a DPI Employee

Attachments: [Alder Gabriel Email Correspondence 1.2019](#)

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:

[18-0425](#) Manitowoc Professional Firefighters International Association of Firefighters Local 368 contract negotiations

Attachments: [City Response to FF Request to Bargain 2018.pdf](#)

7. Reconvene in Open Session

[19-0114](#) Alder Gabriel's Request to Compensate a DPI Employee

Attachments: [Alder Gabriel Email Correspondence 1.2019](#)

[18-0425](#) Manitowoc Professional Firefighters International Association of Firefighters Local 368 contract negotiations

Attachments: [City Response to FF Request to Bargain 2018.pdf](#)

8. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Manitowoc will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City Clerk's office at 920-686-6950 or the City's ADA Coordinator at (920) 686-6990 or e-mail cityattorney@manitowoc.org at least 48 hours prior to the scheduled meeting or event to request an accommodation. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.