



PLEASE TAKE NOTICE that there will be a City of Lodi Human Resources Committee meeting held on Tuesday, March 6, 2018 at 6:00 pm in Room 203, City Hall, 130 South Main Street, Lodi, WI 53555.

Human Resources Committee Agenda

1. Call To Order
2. Public Input
3. Minutes Of February 6, 2018

Documents:

2-6-18 HR MINUTES.PDF

4. Recommendation To Council: Resolution 18-10 Revising HR Policy 16. Leave Time To Add An Additional Paid Holiday

Documents:

RESOLUTION 18-10 AMENDING HR POLICY 16. LEAVE TIME.PDF
16 . LEAVE TIME EXCERPT 3-6-18 REVISION.PDF

5. Recommendation To Council: Resolution 18-18 Amending HR Policy 21 Employee Separation

Documents:

RESOLUTION 18-18 AMENDING HR POLICY 21 EMPLOYEE SEPARATION.PDF
21. EMPLOYEE SEPARATION 2-27-18 REVISION.PDF

6. Police Lieutenant Position Grade & JAQ
7. Pay Range/Performance Review Update
8. Date And Time Of Next Meeting
9. Adjourn

Posted: _____

By: _____

City of Lodi Human Resources Committee Meeting
Minutes of February 6, 2018

1. Call to Order.

Chair Groves Lloyd called the meeting to order at 6:00 pm.

Committee Members Present: Suzanne Miller, Ann Groves Lloyd, Bill Welch

Staff Present: Jennifer Sweeney, Julie Ostrander, Kennan Buhr, Scott Klicko, Sandy Bloechl

Others:

2. Public Input. None

3. Minutes of the December 5, 2017 Meeting.

Motion by Welch, second by Miller to approve the minutes of the 12/5/2017 meeting. Motion carried.

4. Police Union Discussion

Klicko requested this item be placed on the agenda because he has not been updated where the city is with this process. Ostrander stated she had a couple updates from the labor lawyer. They discussed policies and want to make sure the policies for police union are in line with the city's current policies.

5. Police Sergeant/ Police Lieutenant Position Description

Klicko stated the police union and its negotiations do not dictate the organizational structure of the police department. So, the city shouldn't have to wait until the union conversations are finished to consider the position of police lieutenant. If the police lieutenant position is created, the sergeant position would be placed on hold indefinitely. Klicko stated that the administrative duties the sergeant position is responsible for within the police department are in conflict with the position's union duties. Klicko stated this would be an exempt, non-union position with minimal impact on the budget since the current sergeant position draws a lot of overtime. However, the position still needs to be graded for placement within the city's classification structure.

Groves Lloyd stated she would like to see the position's impact on the budget before approval. Additionally, the committee would like to see a JAQ completed for the position and the position graded before making a decision at their next meeting. This item should be on both the finance committee agenda and the human resources agenda in March.

6. Executive Leave Discussion

The committee asked who receives this time, and how is it determined. The policy clarifies that salaried positions receive an extra five days of executive leave due to regular additional requirements outside of a normal work day. Groves Lloyd questioned if this was for all salaried employees based on its title and suggested a title change for this bank of time. Welch identified that the policy states executive leave is for all salaried employees, regardless of its title. Bloechl stated when it was put in place she was instructed to provide five extra days of leave to all salaried employees. Welch resolved to leave executive leave as-is since there has not been an issue with the language, name, or policy, and the committee agreed.

7. Exempt Employee Timesheet Discussion

Ostrander spoke with a lawyer about exempt timesheets. The lawyer recommended signing off on all timesheets, stating that it protects the city with the intention that employees "agree" with what they are paid. Based on this information, Ostrander suggested that all employees, regardless of their exemption status, fill out a timesheet. Currently exempt employees only fill out a form when taking time off.

Klicko requested a few minutes of the committee's time to relate his thoughts on this issue. He stated that he disagrees with salaried employees submitting timesheets. In addition, he frequently surpasses the 40 hours he is reimbursed for due to outreach, meetings, position responsibilities, and city representation. He related that his position description states his position is exempt, the consultants GovHR classified it as exempt, and all tests indicate it's an exempt position. He shared concerns surrounding an exempt employee filling out a timesheet. A

weekly timesheet may inadvertently create timecard fraud if employees state they are here only 40 hours when they are here more or less in a given week because, either way, the city is required to pay them for 40 hours. Buhr stated he shared the same concerns over inadvertently falsifying a timesheet.

Welch clarified there is a difference between timesheets and time records. In his experience, he has never filled out a timesheet when salaried. Groves Lloyd agreed. However, time records are useful in situations where salaried employees will bill for their time—a scenario that the city doesn't currently have with its employees. Welch reasoned that salaried employees shouldn't have to turn in a timesheet to validate their wage due to employee/employer trust. Welch stated that just because a lawyer suggests something doesn't mean we have to do it or should do it. Groves Lloyd agreed there is a professional trust that employees will report time accurately. While she understands the lawyers concern, she doesn't feel timesheets are warranted.

The committee agreed they appreciated the advice of the attorney but will not be taking it. The committee recommends that the treatment of exempt employees' time remains the same. They should continue to report time away, but there is no need to report time on a weekly basis.

8. Pay Range Update

Groves Lloyd, Sweeney, and Ostrander met earlier in the week to discuss pay ranges and performance discussions. More information will be brought to the March meeting. At that time, Ostrander hopes to have an update to the pay ranges from GovHR. Sweeney clarified that the changes discussed will provide a more concrete mechanism to move employees through their ranges.

9. Additional Paid City Holiday: Martin Luther King Jr. Day

Groves Lloyd requested this item be placed on the agenda. She stated the Lodi School District was closed on this date, and she thinks city hall should be closed as well in honor of the date. She is requesting an additional paid holiday for employees be added to the city's paid days off. The committee was in support of this idea. An amendment to the HR policies will be brought to the next committee meeting for recommendation to council.

10. Date and Time of Next Meeting

The next meeting will be Tuesday, March 6, 2018 at 6:00 PM.

11. Adjourn

Motion by Welch, second by Miller to adjourn. Motion carried. The meeting was adjourned at 6:49 pm.

These minutes have not been approved and are subject to change or correction.

RESOLUTION 18-10

Revising HR Policy 16. Leave Time to Add an Additional Paid Holiday

WHEREAS, Martin Luther King Jr. was an important civil rights activist and leader; and,

WHEREAS, Martin Luther King Jr. Day is a recognized as a federal holiday on the third Monday in January each year; and

WHEREAS, it is seen as a day to promote equal rights for all Americans, regardless of their background; and,

WHEREAS, the Lodi School District and other surrounding government entities recognize this day by remaining closed.

NOW THEREFORE BE IT RESOLVED, that the Common Council adopts the following revision to HR Policy 16. Leave Time, which adds Martin Luther King Jr. Day as an additional paid holiday for employees in recognition of the contributions provided by this important person:

16. LEAVE TIME

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Holidays

There will be **8 9** scheduled holidays and 3 floating holidays. The scheduled holidays are: New Year's Day, **Martin Luther King Jr. Day**, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, December 24th, and December 25th. Floating holidays will be placed in employee leave banks on January 1. For sworn Police Officers, scheduled holidays will be treated as floating holidays and will be placed in leave banks on January 1.

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BE IT FURTHER RESOLVED, that this policy section titled "Holidays" shall supersede all previous and existing sections of this City of Lodi policy.

Adopted by the Common Council of the City of Lodi, Wisconsin this 6th day of March, 2018.

James W. Ness, Mayor

Attest: _____
Patricia Spence, City Clerk

16. LEAVE TIME

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Holidays

There will be ~~8~~ 9 scheduled holidays and 3 floating holidays. The scheduled holidays are: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, December 24th, and December 25th. Floating holidays will be placed in employee leave banks on January 1. For sworn Police Officers, scheduled holidays will be treated as floating holidays and will be placed in leave banks on January 1.

If any of the holidays fall on a Saturday or Sunday, the Monday following shall be considered the legal holiday. If December 24th falls on a Saturday or Sunday, the preceding Friday shall be considered the designated holiday.

Holidays will be accrued at the rate of eight (8) hours per holiday and may be utilized by hour as requested by the employee and approved by their supervisor.

Any hourly employee who is called into work or is scheduled to work on a holiday will receive holiday pay for the day and also receive holiday premium pay (two (2) times their regular rate of pay) for the hours they work.

To be eligible for holiday pay or holiday premium pay, employees shall work the day before and the day after the holiday, unless on leave approved pursuant to this Policy or otherwise excused by the employee's department head.

An employee who terminates employment without using their accrued floating holidays will not be entitled to compensation for the holidays.

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RESOLUTION 18-18

Amending HR Policy 21. Employee Separation

WHEREAS, HR Policy 21 provides guidance related to employees who leave their employment with the City; and

WHEREAS, the City recognizes employees' dedication and commitment through a reception and monetary award; and

WHEREAS, the City will no longer provide gift cards as the means for the monetary award.

NOW THEREFORE BE IT RESOLVED, that the Common Council amends HR Policy 21 as follows:

21. EMPLOYEE SEPARATION

If an employee decides to leave employment, then the City would appreciate two or more weeks' notice. Notification should be in writing given to the appropriate Department Head and forwarded to the Director of ~~Finance and Human Resources Administration~~. The City reserves its right to terminate the employee before that date.

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Retirement

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In recognition of years of service and the culmination of a career, the City may have a reception for the retiree and present a ~~plaque certificate~~ and ~~an award gift card~~ in ~~an~~ the amount of \$20.00 for each year of service completed at the City.

BE IT FURTHER RESOLVED, that this policy shall supersede all previous and existing City of Lodi Employee Service Recognition Program policies.

Adopted by the Common Council of the City of Lodi, Wisconsin this 20th day of March, 2018.

James W. Ness, Mayor

Attest: _____
Patricia Spence, City Clerk

21. EMPLOYEE SEPARATION

If an employee decides to leave employment, then the City would appreciate two or more weeks' notice. Notification should be in writing given to the appropriate Department Head and forwarded to the Director of ~~Finance and Human Resources~~Administration. The City reserves its right to terminate the employee before that date.

All property of the City must be returned to the City in appropriate condition prior to the employee's leaving.

Employees who resign or who are terminated will receive their final paycheck on their next regularly scheduled payday. Information regarding insurance and other post-employment benefit plans will be provided.

Retirement

When a regular full-time or part-time employee receives a lump sum payment, including a retirement benefit and/or annuity payments pursuant to Chapter 4, Wis. Stats., they will be considered separating from City employment due to retirement. If this is the cause for separation, the notification should contain this information.

City employees considering retirement should contact the Wisconsin Retirement System to discuss and plan their retirement benefit.

If the employee has sick leave banked, the balance can be converted into payments for single health insurance premiums based upon the employee's rate of pay at retirement. This should be coordinated through the Office at City Hall.

In recognition of years of service and the culmination of a career, the City may have a reception for the retiree and present a ~~plaque certificate~~ and an ~~award gift card~~ in ~~an~~the amount of \$20.00 for each year of service completed at the City.