



PLEASE TAKE NOTICE that there will be a City of Lodi Human Resources Committee meeting held on Tuesday, May 1, 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. Selection Of Committee Chair
3. Public Input
4. Minutes Of April 3, 2018

Documents:

[4-3-18 HR MINUTES.PDF](#)

5. Discussion Of Resolution 18-39 Amending Classification And Compensation Policy 5. Employee Performance Appraisal

Documents:

[RESOLUTION 18-39 AMENDING CLASSIFICATION AND COMPENSATION POLICY 5. EMPLOYEE PERFORMANCE APPRAISAL.PDF](#)
[RESOLUTION 18-39 ATTACHMENT C- 5. EMPLOYEE ACHIEVEMENT DISCUSSION. CLASSIFICATION AND COMPENSATION SYSTEM DRAFT 4-17-18.PDF](#)
[RESOLUTION 18-39 ATTACHMENT D- EMPLOYEE ACHIEVEMENT DISCUSSION FORM 4-17-18.PDF](#)

6. Discussion Of Incorporating Classification And Compensation System Manual Within The HR Manual
7. Date And Time Of Next Meeting
8. Adjourn

Posted: _____

By: _____

City of Lodi Human Resources Committee Meeting
Minutes of April 3, 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

Others: Jim Ness

2. Public Input. None

3. Minutes of the March 6, 2018 Meeting

Welch mentioned that Groves Lloyd's name was misspelled on the motion to adjourn. Motion by Welch, second by Miller to approve the minutes of the 3/6/2018 meeting as amended to fix the spelling error. Motion carried.

4. Pay Range Market Adjustment

Ostrander provided documents from GovHR that illustrated comparison communities. The documents indicated that the minimum and the maximum of the range should increase 8.10%. GovHR also suggested step increases should be in 1.00% increments. The library positions were added at the request of the library directors. Groves Lloyd recommended that this information be presented to the Finance committee and the city/utility finds the minimal amount to raise employees who are below the minimum of the new ranges to the minimum. Welch suggested that employees who were below the minimum of the new ranges receive a retroactive raise for 2018. The committee indicated that Sweeney should place this item and a resolution on the Finance Committee agenda and include adjustments for all employees below the minimum of their range except the library employees (who are overseen by the Library Board) and the unionized police officers.

5. Compensation and Classification Policy Updates

Welch stated that the Council hasn't historically looked at cost of living adjustments (COLA) in the past. Ostrander stated that COLA helps in the budgeting process. Klicko stated his concern that employees still won't move up their steps based on market studies each year. The committee discussed the policy updates. Welch recommended changing the wording surrounding the 65th percentile because it is the city's goal to maintain the pay range at the 65th percentile, but it may go higher or lower. Motion by Welch, second by Miller to recommend the Pay Plan and Employee Performance Appraisal policies to Common Council as shown, and to recommend the Maintenance of Classification and Compensation System to Common Council with amending language that the city will strive to keep the pay range minimum as close to the 65th percentile as possible. Motion carried.

6. Employee Performance Review Form Updates

Groves Lloyd provided an update on the performance review form with the suggestion that the name of the process be changed to "Achievement Discussion." The Committee requested that Sweeney change the policies to match the changed name of the performance review/appraisal process. The expectation is employees and their supervisors will have a discussion twice a year, one time mid-year and another at the end of the year. Motion by Miller, second by Welch to recommend the Achievement Discussion Form to Common Council. Motion carried.

7. Alder Development

The committee discussed that they would like to continue the expectation that everyone attends the League of Wisconsin Municipalities' Local Government 101 Workshop at least once. Groves Lloyd requested that Mayor Ness speak to Council members about attending.

8. Date and Time of Next Meeting

The next regularly scheduled meeting will be May 1, 2018 at 6:00 PM.

9. Adjourn

Motion by Miller, second by Welch to adjourn. Motion carried. The meeting was adjourned at 6:43 pm.

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

RESOLUTION 18-39

**A Resolution Amending Classification and Compensation System Policy 5.
Employee Performance Appraisal**

WHEREAS, the City contracted for the development and adopted a Classification and Compensation System (System); and

WHEREAS, the City developed a set of policies to define the maintenance and application of the System; and

WHEREAS, the System provides a mechanism to adjust pay for employees based on their performance and achievements; and

WHEREAS, a revision to the employee performance appraisal policy helps clarify the parameters surrounding the process; and

WHEREAS, the Human Resources Committee reviewed and recommended changes to the policy, as well as updating the name of the process to Employee Achievement Discussion, and recommended the use of a new form.

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Lodi, Columbia County, Wisconsin, that the attached Classification and Compensation System Policy 5 is hereby adopted as shown in Attachment C; and

BE IT FURTHER RESOLVED that the name of Policy 5 is updated to Employee Achievement Discussion; and

BE IT FURTHER RESOLVED that the Employee Achievement Discussion Form as shown in Attachment D shall be used to maintain records of the process.

Adopted by the Common Council of the City of Lodi, Wisconsin on this 17th day of April 2018.

James W. Ness, Mayor

Attest: _____
Lanette Mayberry, Deputy City Clerk

Resolution 18-39 Attachment C
Classification and Compensation System Manual

5. EMPLOYEE ACHIEVEMENT DISCUSSION~~PERFORMANCE APPRAISAL~~

~~Achievement discussions Performance appraisals~~ shall fairly and equitably appraise and assist employees in developing effective ways of achieving work goals and meeting responsibilities assigned to the position they occupy. Directors, supervisors, and employees should frequently communicate throughout the year, both on their success in meeting each other's expectations and progress toward annual goals.

Each regular employee shall have his or her work ~~performance achievements reviewed-discussed~~ periodically by his or her supervisor. A minimum of one mid-year and one annual achievement discussion is required to maintain eligibility for achievement increases. Approved evaluation forms provided by city administration will document the mid-year review and the annual achievement discussion. A current position description will also be provided.

Completed evaluation forms will be reviewed and approved by department heads to ensure consistency in the department. Forms complete with signatures will be submitted to the Director of Administration and filed in the employee's personnel file. The mid-year discussion must be submitted by June 1, and the annual achievement discussion must be submitted by December 1 of each year. The resulting achievement increase will be applied as of the first pay period in the next year.

~~The completed evaluation form will be reviewed and approved by the department director to ensure consistency in the department. A final review will be made by the Director of Administration in order to ensure consistency throughout the City.~~

~~Directors, supervisors, and employees should frequently communicate throughout the year, both on their success in meeting each other's expectations and progress toward annual goals.~~

~~The annual performance appraisal will be more formal in nature and will be documented through the use of a form provided by the Director of Administration. Completed forms will be filed in the employee's personnel file.~~

Key components of the annual achievement discussion~~performance appraisal~~ will be:

- Identifying goals for future periods
- ~~Measuring-Discussing success in meeting~~ previously established goals
- Communicating ~~expectations goals and objectives~~ between supervisors and employees
- Providing feedback on the employee's ~~success in meeting expectations goals and objectives~~
- Identifying means to assist employees in achieving outstanding performance
- Updating of position descriptions

Results of the annual achievement discussion~~performance appraisal~~ will be used to:

- Identify employee ~~training needs requests, such as training and development~~
- Qualify employees for Merit Achievement Increases ~~(movement through their range)~~
- Develop Performance Improvement Plans if needed
- Establish goals for the next ~~appraisal discussion~~ period



City of Lodi Employee Achievement Discussion

Employee: _____ Position: _____
Review Period: _____ to _____ Date of Review: _____
Department: _____ Supervisor: _____
Date of Hire: _____ Date began Position: _____
Position Description Update? No: Yes: (attach)

GOALS ACHIEVEMENT STATUS

Goal 1:
Goal 2:
Goal 3:

EMPLOYEE-SUPERVISOR CONVERSATION QUESTIONS

1. What appeals to you about your current position at this organization?
 - a. Are there any barriers that prevent you from doing your job?
 - b. What training, preparation, resources, or tools do you need to further develop your skillset in your current position?
2. What do you see as your next position at this organization or elsewhere?
 - a. How can I help you in preparation for the next step?
3. What about your communication and personal style enhances your job performance?
 - a. What is your approach when working with others and making important decisions?
4. Please share with me something that will help me to be a better manager and leader?

GOAL SETTING

Goal 1:
Goal 2:
Goal 3:

SUPERVISORY COMMENTS

EMPLOYEE COMMENTS

TRAINING RECOMMENDATIONS

Supervisor Signature

Date

Employee Signature

Date

Department Head Signature

Date

Director of Administration/Mayor Signature

Date