

Approved

CITY OF OWEN PERSONNEL COMMITTEE

DATE: Tuesday, June 1st, 2020

LOCATION: 219 North Pine Street, Owen WI 54460

TIME: 3:30pm

CITY OFFICIALS PRESENT: Alderpersons: Pam Jaffke, Joan Jalling, & Ken Martine

CITY OFFICIALS EXCUSED:

ATTENDANCE LIST: Clerk/Treasurer Michelle Kind, Public Works Chad Smith, Deputy Clerk Tracy Rau, & CDC/Tim Swiggum

COMMUNITY ATTENDANCE: none

Meeting was called to order at 3:40pm.

Motion by Martine/Jaffke to meet in closed session at 3:41pm pursuant to WI S. S. 19.85 (1) (c) consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to interview applicants for the part-time Deputy Clerk position. Motion carried.

Roll call approved by Jaffke, Jalling, & Martine.

Motion by Martine/Jaffke to reconvene in open session 5:26pm. Motion carried.

Motion by Martine/Jaffke to recommend to City Council an Employee Handbook revision that all full-time hourly employees to be allowed to transfer overtime to comp time up to 40 hours per year, calculated at time and a half (1-1/2). Any time over that will be paid out in OT. Salary employees will be allowed to carry comp time up to 40 hours at a 1-hour worked to 1-hour comp time rate.

Public Works will be paid overtime for hours worked over 40 and in Emergencies that extend their workday that are approved by the PW Director as stated in the employee handbook. Public Works will give formal oral warnings to any employee that does not have prior approval for overtime. All OT must be pre-approved by the Public Works Supervisor.

Public Works will use their internal time sheets and work with the office to transfer the summary of hours to the general time sheet that all other employees use.

Payroll is bi-weekly running Sunday – Saturday. Payroll time sheets are due Monday to the office and paychecks will be cut by that Friday or earlier if possible, depending on Holidays.

Personnel recommends Council request written documentation from Dennis Looker for his expected August retirement to allow for new hiring to be initiated.

Motion carried.

Meeting adjourned at 5:35pm.

Respectfully submitted,

Michelle Kind, Clerk/Treasurer WCMC