

**City of Portage**

**Human Resources Committee Meeting**

**(This meeting will constitute a meeting of the Finance/Administration Committee, the Community Block Grant Committee and the Municipal Services and Utilities Committee as a quorum of members will be present; but no business of those committees will be taken up.)**

**Tuesday, November 20, 2012, 5:30 p.m.**

**Municipal Building, Conference Room One**

**Agenda**

Members: Kenneth H. Jahn, Chairperson, Kenneth Ebnetter, Rick Dodd, Jeff Garetson, Doug Klapper, Michael G. Oszman

1. Roll Call
2. Approval of minutes from previous meeting
3. Consider Recommendation for Public Works Superintendent Position
4. Review Process for Filling Employee Vacancies
5. Convene to Closed Session per Wis. Chap. 18.85(1)(c) to consider proposed non-represented employee wage adjustments and re-assignments and 19.85(1)(e) to consider proposed 2011-2013 contract with IAFF #2775 and Teamsters #695
6. Reconvene to open session to consider item(s) discussed in Closed Session
7. Adjournment

**City of Portage  
Human Resources Committee Meeting  
Tuesday, October 30, 2012, 5:30 p.m.  
Municipal Building, Conference Room One**

Members Present: Kenneth H. Jahn, Chairperson, Rick Dodd, Kenneth Ebnetter,  
Jeff Garetson, Doug Klapper, Michael G. Oszman

Also present: City Clerk Moe, Interim City Administrator Murphy

Media present: Craig Sauer from Portage Daily Register, Bill Welsh with Cable  
TV

**1. Roll call**

The meeting was called to order at 5:30 p.m. by Mayor Jahn.

**2. Approval of minutes from previous meeting**

Motion by Oszman, second by Ebnetter to approve the minutes of the October 17,  
2012 meeting. Motion carried unanimously on call of roll.

**3. Closed session**

Motion by Oszman, second by Klapper to go into closed session pursuant to  
Wisconsin State Statutes 19.85(1)(c) to consider non-represented employee  
performance and compensation; and 19.85(1)(e) to discuss the status of labor  
contract with IAFF #2775. Motion carried unanimously on call of roll at 5:33 p.m.

**4. Adjournment**

Motion by Oszman, second by Klapper to adjourn. Motion carried unanimously  
on call of roll at 6:19 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk

## CHAPTER 3

### EMPLOYMENT PRACTICES

#### 3.1 STATEMENT OF EQUAL OPPORTUNITY

It is the policy of the City of Portage to provide equal opportunity in employment to all qualified persons; to prohibit discrimination in employment due to race, color, religion, sex, national origin, age, and any other non-job related factors; and to provide the full realization of equal employment opportunity through a continuing affirmative action effort. This policy shall affect all employment practices, including but not limited to recruitment, selection, transfer, promotion, training, compensation, benefits, discipline, layoff, and termination.

#### 3.2 HIRING PRACTICES

##### A. General Policy

It is the policy of the City of Portage to recruit and select the most qualified persons for positions in the City's service. Recruitment and selection shall be conducted in an affirmative manner to ensure open competition, provide equal opportunity and prohibit discrimination against properly qualified applicants. In the interpretation and application of this policy, it is the goal of the city to encourage and foster the employment of properly qualified individuals.

##### B. Hiring Minors

Employees under the age of eighteen (18) must be in possession of a state-issued work permit prior to engaging in work for the city.

##### C. Hiring Relatives

- (1) The hiring of individuals for regular employment positions who are relatives of the department head and/or the immediate supervisor is strongly discouraged, and should be considered only if the individual possesses a unique level of knowledge, skills and experience necessary to fill a position.
- (2) In no case shall an individual be hired to work in the same department as a relative who is currently employed within the department.
- (3) For purposes of this section "relatives" shall be defined as: spouse, sibling, parent, child, grandchild, grandparent, in-laws, uncle, aunt, niece or nephew.

#### 3.3 APPOINTING AUTHORITY

The Common Council shall be the appointing authority for all non-sworn, general

employees unless otherwise provided by ordinance or statute.

The Mayor and City Council shall be the appointing authority for all statutory employees and Department Heads.

The Police and Fire Commission is the appointing authority for all sworn police personnel and sworn fire personnel.

The Library Board shall be the appointing authority for all library personnel.

### **3.4 CITIZENSHIP AND RESIDENCY**

#### **A. Citizenship**

- (1) For regular full-time and part-time general employees, United States citizenship is not considered to be a requisite condition of initial employment. However, aliens must be in full compliance with applicable federal law, and they must move with utmost dispatch to become naturalized citizens within the minimum period prescribed by Federal law. Proof of an alien employee's action(s) in this regard may be required by the Common Council. If at any time during employment the alien employee is not in compliance with current federal law, then he may be subject to discipline.
- (2) United States citizenship is required of all applicants for sworn positions within the Police Department.

#### **B. Residency**

It is the policy of the City to recruit applicants from a geographic area as wide as is necessary to assure obtaining well qualified candidates for the various employment positions. Therefore, applicants need not be a resident of the City at the time of employment but shall be required to establish permanent residency within ten (10) miles of the Portage city limits within sixty (60) days after completion of their probationary period.

### **3.5 LICENSES AND CERTIFICATIONS**

Applicants for positions requiring a license and/or certification must present valid proof of same as part of the application process. Persons operating a city vehicle or equipment must possess a proper and valid operator's license.

Various other certifications may be requested as proof of completed education. The City reserves the right to obtain necessary information regarding academic achievement, transcripts, educational files, health records, and/or prior employment records of any applicant.