

City of Portage
Human Resources Committee Meeting
Tuesday, August 5, 2014, 6:30 p.m.
Municipal Building, Conference Room One
Amended Agenda

Members: Bill Tierney, Chairperson, Rick Dodd, Martin Havlovic, Doug Klapper, Rita Maass and (1 vacant).

1. Roll call.
2. Approval of minutes from the July 1, 2014.
3. Discussion and possible recommendation on Employee Request for Administrative Leave.
4. Discussion and possible recommendation regarding independent staffing analysis.
5. Discussion regarding Wisconsin Supreme Court Decision on Act 10.
6. Convene to Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) to review employee performance information.
7. Return to Open Session.
8. Discussion and possible recommendation regarding proposed employee compensation adjustments.
9. Adjournment
(Amended 08/04/14, 10:10 a.m.)

City of Portage
Human Resources Committee Meeting
Tuesday, July 1, 2014, 6:30 p.m.
Municipal Building, Conference Room One
Minutes

Present: Bill Tierney, Chairperson, Rick Dodd, Rita Maass, Doug Klapper and Marty Havlovic.

Excused: Mike Oszman

Also Present: City Administrator Shawn Murphy & Bill Welsh

1. Roll call

The meeting was called to order by Mayor Tierney at 6:30 pm.

2. Approval of minutes from previous meeting.

Motion by Maass, second by Dodd to approve minutes from the June 3, 2014 meeting. Motion carried 5-0 on call of the roll with Havlovik abstaining.

3. Review of Administrator Goals

Mayor Tierney presented the list of goals issued to City Administrator Murphy for 2014 and reviewed their status. Overall, progress is satisfactory with the following comments:

Communications: Continue weekly updates to Council & provide quarterly reports from Department Managers. Update city website, continue to encourage outreach by Dept. Managers.

Evaluations: Get them done, conduct 360 evaluations on a portion of the Dept Managers over a rolling 3-year period. TID Updates completed, continue succession planning, including IT management.

4. Convene to Closed Session pursuant to Wisconsin State Statutes 19.85(1)(e) to develop collective bargaining parameters for negotiation of a successor labor agreement to the 2014 Teamsters Local 695 contract.

Motion by Dodd, second by Klapper to convene to closed session pursuant to Wisconsin State Statutes 19.85(1)(e) to develop collective bargaining parameters for negotiation of a successor labor agreement to the 2014 Teamsters Local 695 contract. Motion carried unanimously on call of roll at 6:49 pm.

5. Adjournment

Motion by Dodd, second by Maass to adjourn the meeting at 7:28 pm. Motion carried unanimously on call of roll.

Respectfully submitted,
Shawn M. Murphy, City Administrator

Chief Ken Manthey

7/2014

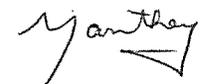
As we spoke today I am writing you requesting a leave of absence as per the contract. You are aware that I have a personal issue to take care of and I am almost out of vacation until October 1st. I am requesting a leave of absence for 3 to 4 days (depending on vacation time left) without pay for my work week of August 16th through August 22nd 2014 which does fall in my vacation pick.

Thank you for your consideration in this matter and should you have any other questions please feel free to contact me.



Jeffrey E Stumpf

APPROVED:

CHIEF Ken Manthey 

7-25-14

24 shall not apply when an employee is fulfilling long term duty assignments. Affected employees,
25 though, shall be entitled to a supplement payment of the difference between their regular
26 compensation and the military pay for the first ten (10) working days of any such leave.

27 **Section 5. Leave of Absence - Procedure.** Employees shall make written applications
28 for leaves to the Employer and shall, except in the case of illness or injury, make application
29 thirty (30) days prior to the desired starting date of the leave.

1 A leave of absence of up to ninety (90) days, without pay may be granted for good reason
2 when approved by the department head and the City of Portage Human Resources Committee.
3 Health insurance can be continued during this period provided the employee reimburses the City
4 for the insurance premium in advance.

5 **Section 6. Jury Duty.** Full-time employees who are called to jury duty shall receive full
6 salary during the period of their absence for jury duty, provided that the employee shall remit to
7 the City an amount equal to the compensation paid to him for such jury service no later than the
8 close of the pay period following receipt of such compensation and the employee shall also
9 attach the summons for jury duty to the payroll time card. Employees shall notify their
10 department head immediately upon receipt of the summons for jury duty.

11 **Section 7.** The City shall pay for AIDS testing when an officer has probable cause to
12 believe such test is necessary as a result of a work related incident. The City shall pay for
13 elective vaccinations for officers where such vaccinations are a preventive measure related to
14 animal handling duties.

16 ARTICLE V. RETIREMENT AND INSURANCE

17 **Section 1. Wisconsin Retirement System.** Each employee shall be required to
18 participate in the Wisconsin Retirement System ("WRS"). Effective the first pay period paid in
19 July, 2014 (starts 06/22/2014), employees shall pay three percent (3.0%) of the required WRS
20 contribution (employee share) and the Employer shall pay the balance. Effective the first pay
21 period paid in July, 2015 (starts 06/21/2015), employees shall pay an additional one percent
22 (1.0%), for a total of four percent (4.0%) of the required WRS contribution (employee share).
23 Employees hired by the Employer after July 1, 2011, who were not previously employed by the
24 Employer in any capacity, shall pay the employee's required contribution as determined by the
25 WRS, pursuant to Wisconsin Statutes.

26 **Section 2. Hospital and Surgical Insurance.** Employees will have the option to choose
27 a group health insurance plan from the standard plan and alternative health insurance plans
28 offered by the Wisconsin Public Employers' Group Health Insurance Board in the Employer's
29 service area. The Employer has the right to change carriers, provided the level of benefits is
30 equivalent to or greater than the existing level of benefits.