

VILLAGE OF MCFARLAND
Personnel Committee Minutes

Monday, September 17, 2018 - 5:00 PM

1. CALL TO ORDER, ROLL CALL.

President Czebotar called the regular meeting of the Personnel Committee to order at 5:00 PM in Conference Room A.

2. PUBLIC APPEARANCES.

(none)

3. APPROVAL OF MINUTES.

a. Discussion and action on the minutes of the August 6, 2018 meeting.

The minutes of the August 6, 2018 meeting were approved by unanimous consent.

4. BUSINESS.

a. Discussion and action to make a recommendation to the Village Board regarding revisions to Section 3.04 (Pay Plan) of the Compensation and Benefits Manual.

Village Administrator Schuenke provided a report on the updates to section 3.04 of the compensation and benefits manual. He highlighted the addition of the above average category and the reconfiguration of the exemplary performance award as well as the evaluation tool.

The Personnel Committee discussed how wage increases would be administered within the new above average category. The Committee discussed whether the category should be awarded as base building wage increases or be limited to one-time awards. President Czebotar expressed concerns with the use of base-building wage increases that would potentially put the Village well beyond the market rate being paid by comparable municipalities.

The Committee directed staff to draft language that would provide ranges and a threshold by which base building merit could be awarded to employees who fell into the above average category. Once employees reach the maximum allowable wage for the category, they would only be eligible for one-time merit awards that are not base-building for continued evaluation in that particular category. To be eligible for additional wage building merit awards, they would need to exceed expectations.

b. Discussion and recommendation on updates to the personnel policy manual regarding the Village harassment policy.

President Czebotar reported on a presentation made by Von Briesen and Roper titled "Preventing Harassment in the #MeTooEra." He reported the materials were in the packet to give Committee members an opportunity to review them and bring back discussion on the Village harassment policy at the next Personnel Committee meeting.

5. SCHEDULE NEXT MEETING DATE.

a. October 1, 2018 at 6:30 p.m.

The Committee set the date of the next Personnel Committee meeting to be October 1, 2018 at 6:30 p.m.

6. ADJOURNMENT.

Motion by Trustee Dan Kolk, second by Peter Morehouse , to adjourn at 6:47 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Cassandra Suettinger
Village Clerk/Treasu