

**PERSONNEL
COMMITTEE**

Monday, August 5, 2019

6:30 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding minutes of the meeting held on June 3, 2019.
4. BUSINESS.
 - a. Discussion and action to make a recommendation to the Village Board regarding the revision of Section 3.02(2)(b) of the Personnel Policy Manual in order to modify the responsibilities of the Village Administrator as part of the hiring process.
 - b. Discussion and action to make a recommendation to the Village Board regarding the creation of Section 18.03 of the Personnel Policy Manual in order to set certain standards on establishing vacation allotment for new external hires.
 - c. Update on recent Village employment recruitments.
5. SCHEDULE NEXT MEETING DATE.
 - a. Monday, September 2, 2019 at 6:30 pm (Labor Day).
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF MCFARLAND
Personnel Committee Minutes

Monday, June 3, 2019 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

President Czebotar called the regular meeting of the Personnel Committee to order at 6:32 PM in Conference Room A at the McFarland Municipal Center.

Members present: Brad Czebotar, Ken Machtan, Trish Howen, and Peter Morehouse.

Members not present: Steve Kilpatrick, Chris Spanos, and Clair Utter.

Staff Present: Police Chief Craig Sherven and Village Administrator Matt Schuenke

2. PUBLIC APPEARANCES.

None.

3. APPROVAL OF MINUTES.

- a. Discussion and action regarding the minutes of the meeting held on May 6, 2019.*
Minutes were carried by unanimous consent.

4. BUSINESS.

- a. Discussion and action to make a recommendation to the Village Board regarding revisions to Chapter 29 on Harassment within the Personnel Policy Manual.*
Following discussion, a motion was made by Machtan, seconded by Morehouse, and unanimously carried by the Personnel Committee to make a recommendation of approval to the Village Board regarding revisions to Chapter 29 on Harassment within the Personnel Policy Manual including final changes noted in the meeting.
- b. Discussion regarding building inspector position and contracted service.*
The Village Administrator provided background on the recruitment for a Building Inspector earlier in the year that lead to the need to contract out for this service since a candidate could not be identified. The Committee discussed the differences between having the position as an employee versus contracted service. Staff will continue to study the issue with the new Community and Economic Development Director once hired and bring forward recommendations as might be appropriate.

5. SCHEDULE NEXT MEETING DATE.

- a. Monday, July 1, 2019 at 6:30 pm.*

6. ADJOURNMENT.

A motion was made by Machtan, seconded by Howen, and unanimously carried by the Personnel Committee to adjourn the meeting at 7:09 pm.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, August 5, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the revision of Section 3.02(2)(b) of the Personnel Policy Manual in order to modify the responsibilities of the Village Administrator as part of the hiring process.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Through recent hiring processes it became apparent the policy manual was very restrictive on trying to line up benefits a prospective candidate for employment has with their current position and what we could offer within their potential new position. Especially for experienced candidates who had built up benefits at their former employers by working their for several years and having to start over in a sense if they were to work with the Village. Vacation was the main culprit as those who have worked somewhere longer have earned more time off and our policies do not provide flexibility to deviate from the schedules we've established. In order to remain competitive so that we are not losing good candidates to these types of constrictions, it is proposed that language be changed within our Personnel Policy Manual to give the Village Administrator flexibility to modify certain benefits at the time of hire. The changes suggested by the Village's Labor Attorney are two part...the first part is to add to the Administrator responsibility as Personnel Officer to modify these benefits but only if our policies later in the manual allow for such modification. The second part is the next agenda item and deals specifically with vacation. No other modifications are proposed at this time, but conceivably there could be others in the future.

FINANCIAL/BUDGET IMPACT:

None. This does not change how compensation is set and applied for new hires. The "consistent with the provisions of these policies" protects the compensation aspect and would not allow the Administrator to offer a salary at a different grade or something that was out of range. The Administrator would still be bound to follow the range that has been set for the position's grade as established within the classification.



VILLAGE PLAN REFERENCE:

Village of McFarland Personnel Policy Manual - June 10, 2019

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion and if agreeable, as a recommendation of approval to the Village Board.

ATTACHMENTS:

1. McFarland PPM - Chapter 3 Organization and Administration 08012019 mgs

CHAPTER 3 - ORGANIZATION AND ADMINISTRATION

3.01 Purpose

This chapter sets forth the delineation of authority and responsibilities in the administration of the Village personnel system.

3.02 Delineation of Authority and Responsibilities

(1) Village Board

The Village Board will be responsible for:

- (a) Approving the Departmental Tables of Organization as set forth in the adopted version of the annual Village Budget.
- (b) Authorizing the creation of any and all new classified positions.
- (c) Approving the compensation policies and pay plans for all Village employees.
- (d) Hiring and removing Department Heads consistent with applicable provisions of the Municipal Code. (Note: The Police and Fire Commission is responsible for the hiring and firing of the Police Chief and Police Officers and the Fire Chief and Fire Department employees. The Library Board is responsible for the hiring and firing of the Library Director.)
- (e) Conducting fourth step grievance hearings.
- (f) Approving Village personnel policies.
- (g) Delegating such duties and responsibilities as necessary to the Village Administrator.
- (h) Approving the filling of vacancies.

(2) Village Administrator

The Village Administrator will be responsible for:

- (a) Providing administrative direction to all Village employees in accordance with established organizational procedures.
- (b) Serving as personnel officer, administering the personnel policies adopted by the Village Board, establishing procedures consistent with such policies, and recommending changes to these policies as necessary. As personnel officer, the Village Administrator may modify specific benefits offered to an external experienced applicant for employment consistent with the provisions of these policies.

- (c) Reviewing and approving appointments and removal of non-Department Head personnel from Village positions.
- (d) Recommending adjustments in and administering the compensation plan and the fringe benefit program.
- (e) Coordinating collective bargaining negotiations with currently certified and representing employee unions on wage, fringe benefit, and working condition issues.
- (f) Maintaining complete employment and performance records of all Village employees.
- (g) Establishing and maintaining a roster of all employees in the Village service which will include the class title, pay status, and other pertinent data.
- (h) Making reports and recommendations to the Village Board as required.
- (i) Maintaining and recommending modifications to the classification plan.
- (j) Administering the recruitment and selection program.
- (k) Monitoring temporary and emergency appointments and overtime assignments.
- (l) Coordinating training programs to provide employees with adequate opportunities to maintain and improve their job related knowledge and skills.
- (m) Serving as Affirmative Action Officer for the Village and regularly reviewing and administering the program.
- (n) Establishing standards and procedures to insure uniformity in the application of discipline and the processing of employee grievances.
- (o) Conducting second step grievance hearings.
- (p) Preparing and implementing such forms, reports, and procedures necessary to carry out the Village personnel program.
- (q) Disseminating information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.
- (r) Investigating unemployment compensation claims and participating in unemployment compensation hearings.
- (s) Overseeing safety programs that serve the general needs of all Village departments.
- (t) Delegating appropriate authority to Department Heads and administrative personnel.
- (u) Conduct probationary and annual performance evaluations of Department Heads.

(3) Department Heads

Department Heads will be responsible for:

- (a) Enforcing the personnel policies, rules and regulations in their respective departments.
- (b) Keeping employees informed of current personnel policies.
- (c) Conducting performance evaluations of employees.
- (d) Conducting first step informal resolutions.
- (e) Notifying the Village Administrator of any proposed changes in personnel and, as appropriate, participating in the screening and selection process.
- (f) Developing appropriate employee orientation programs.
- (g) Assessing employee training needs and developing, conducting, or arranging for in-service training programs.
- (h) Administering discipline and delegating such authority to supervisory personnel as appropriate.
- (i) Recommending the appointment or removal of employees subject to the approval of the Village Administrator. .
- (j) Delegating appropriate authority to subordinate supervisory personnel.

(4) Supervisory Personnel

To the extent that Department Heads delegate authority to them, supervisors will be responsible for:

- (a) Implementing the personnel policies, rules and regulations in their unit.
- (b) Participating in the selection of new employees.
- (c) Participating in performance reviews of employees.
- (d) Administering discipline to employees.
- (e) Make work assignments for section employees and monitor work status and completion.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, August 5, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the creation of Section 18.03 of the Personnel Policy Manual in order to set certain standards on establishing vacation allotment for new external hires.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

One area where we would like some flexibility at the time of hire is through the vacation allocation. It is hard to attract experienced employees from outside employers that over time have built up larger vacation allotments compared to what we presently offer by policy. This change would allow the Administrator to evaluate hiring based on factors such as experience when establishing the vacation allotment at the time of hire. This is similar language as what is provided in the Compensation and Benefits Manual regarding direction provided on establishing pay for new hires within the range, same thing here but for vacation.

FINANCIAL/BUDGET IMPACT:

Vacation is already a recognized benefit and something that will continue. Granting flexibility to the Administrator for the vacation allotment would have an unknown cost implication. In some cases higher compensation has been offered in lieu of acceptance of a lower vacation allotment so in one theory the actual cost could go down. However, additional time off obviously would mean an employee would be working less based on the additional time provided but that doesn't always translate to hard dollars and many times is simply time lost.

VILLAGE PLAN REFERENCE:

Village of McFarland Personnel Policy Manual - June 10, 2019

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



Presented for discussion and if agreeable, as a recommendation of approval to the Village Board.

ATTACHMENTS:

1. McFarland PPM - Chapter 18 Vacation Policy 08012019 mgs

CHAPTER 18 - VACATION POLICY FOR NON-REPRESENTED POSITIONS

18.01 Vacation Scheduling

- (1) Vacations will be scheduled by mutual agreement between the employee and their immediate supervisor.
- (2) Vacations in excess of two (2) days' duration will normally be requested at least two (2) weeks in advance.
- (3) The Village reserves the right to adjust the vacation schedule of a Department Head in the event of an emergency.

18.02 Use of Vacation for Sick Leave Purposes

- (1) A Department Head who is on authorized sick leave may elect to use earned vacation time in lieu of or in the absence of paid sick leave. For attendance review purposes, however, the reason for the absence will still be considered for sick leave purposes.

18.03 Determining Vacation for New Hires.

- (1) Unless unusual circumstances exist as determined by the Village Administrator, new employees shall be provided at the time of hire the vacation allocation as approved by the Village Board and detailed within the Compensation and Benefits Manual.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, August 5, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Update on recent Village employment recruitments.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Several recruitments have been initiated in the first half of 2019 and a few are now complete. Please note the following update by Department of each recent opening:

- **Library**

- Adult Librarian - The former individual within this position resigned to take a similar position at a different library. Her last day was July 17th. The Library has already received applications and is reviewing possible candidates for her replacement.
 - Youth Librarian - The Library has completed this hiring for this position with the new candidate starting on August 12th. They will release more information on their hire very shortly.

- **Public Works**

- Assistant to the Director - Village Staff has completed this recruitment and are pleased to announce the hiring of Aimee Irwin. Ms. Irwin comes to us from Lutheran Social Services where she has worked in various administrative capacities since 2010 most recently serving as their Continuous Improvement Manager. While Public Works operations will be new to her, she is a McFarland native and has a degree from Edgewood College in Business concentrating in Accounting and Management. Aimee began her employment with the Village on July 15th and we are excited for her inclusion on the team.
 - Street/Utilities Superintendent - A recruitment was held and completed for this position but unable to identify a candidate to fill the position. The recruitment was reopened in July with the advertisement period closing in early August. Staff will begin to evaluate applications for this position shortly thereafter in hopes of filling the position before the end of the year.
 - Parks Superintendent - This recruitment is complete and the Village has hired Sayer Larson into this role. Mr. Larson formerly worked for Dane County as a



Parks Ranger and prior to that with the City of Madison in a similar capacity. He has a great deal of experience in land management, park development, and wildlife ecology. Sayer is set to begin his new role with the Village on August 19th.

- Public Works Crewperson - John Venturino has resigned his role in this position as of July 26th. The Village Board has granted approval to fill the vacancy and the position will be advertised soon to begin the process to find a replacement.

- **Community Development**

- Community and Economic Development Director - Andrew Bremer has been appointed by the Village Board as its next Community and Economic Development Director. This is a Department Head level position that will replace former Director Pauline Boness who retired recently following more than two decades of service. He was selected from a pool of 24 applicants that included individuals from across the nation. Andrew has been a Senior Planner with MSA Professional Services for over 13 years providing contracted planning, zoning, and economic development services to many different Communities in Wisconsin. He has an undergraduate degree from UW-Madison in Natural Resources in Forest Science, Masters in Urban Planning from UW-Milwaukee with a certificate in Geographic Information Systems. He is also recognized through the American Institute of Certified Planner (AICP) through that professional designation. We are very pleased to bring someone in with such a wealth of experience and knowledge with both Community and Economic Development as it helps reaffirm our objectives when we approved the position to be filled. Andrew specifically has been contracted by the Village within his role at MSA since 2015 to assist in the project plan development for all of our Tax Increment Districts, specific project development review of Tax Increment Financing applications, environmental assessments, and other special projects from time to time. He already has a lot of direct knowledge of many of our current projects enabling him to hit the ground running when he begins. Andrew is scheduled to begin this role on August 12th.

- **Fire and Rescue**

- Administrative Captain - The Police and Fire Commission has concluded its work to establish a hiring pool for the Fire Chief. The Chief is in the process of finalizing a selection and entering that individual into a background check process for the position. A final/formal announcement is expected in August.

- **Police**

- Clerk III - This position was reclassified and approved to fill the vacancy earlier this year. The advertisement period is complete and the Department is assessing potential candidates. A final decision is expected in the Fall.



FINANCIAL/BUDGET IMPACT:

There are some costs associated with marketing the open positions. Those costs are contained within operating budgets. The recruitments themselves are lead by Department Heads with assistance from the Administrator and Clerk/Treasurer as is needed.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed, presentation only.

ATTACHMENTS:

None