

VILLAGE OF MCFARLAND

Personnel Committee Minutes

Tuesday, September 27, 2022 - 11:30 AM

1. CALL TO ORDER, ROLL CALL.

Trustee Carrie Nelson called the regular meeting of the Personnel Committee to order at 11:34 am in the Community Room.

2. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Personnel Committee. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the Committee may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the Committee for their consideration. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to village.clerk@mcfarland.wi.us to be included as part of the meeting.*

No public present.

3. APPROVAL OF MINUTES.

- a. *Motion to approve the minutes of the September 15, 2022 meeting.*
Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to approve the minutes of the September 15, 2022 meeting. Motion carries 2 - 0 - 1 by acclamation.

4. BUSINESS.

- a. *Discussion and recommendation on amendment of Chapter 5, Position Classification and Administration, of the Personnel Policy Manual.*

The Personnel Committee reviewed the proposed amendments to Chapter 5, Position Classification and Administration, of the Personnel Policy Manual.

Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to recommend the amendment of Chapter 5, Position Classification and Administration, of the Personnel Policy Manual, with the change to Section 5.09(1)(B) as discussed. Motion carries 3 - 0 - 0 by acclamation.

- b. *Discussion and recommendation on amendment of Chapter 7, previously titled Changes in Employee Status, now proposed as Transfer, Demotion, and Reductions of the Personnel Policy Manual.*

The Personnel Committee reviewed the proposed amendments to Chapter 7, previously titled Changes in Employee Status, now proposed as Transfer, Demotion, and Reductions, of the Personnel Policy Manual.

Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to recommend the amendment of Chapter 7, previously titled Changes in Employee Status,

now proposed as Transfer, Demotion, and Reductions of the Personnel Policy Manual. Motion carries 3 - 0 - 0 by acclamation.

- c. Discussion and recommendation on amendment of Chapter 9, Employee Performance Evaluations, of the Personnel Policy Manual.

The Personnel Committee reviewed the proposed amendments to Chapter 9, Employee Performance Evaluations, of the Personnel Policy Manual.

Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to recommend the amendment of Chapter 9, Employee Performance Evaluations, of the Personnel Policy Manual. Motion carries 3 - 0 - 0 by acclamation.

- d. Discussion and recommendation on amendment of Chapter 25, previously Worker's Compensation & Worker's Compensation Light duty, now proposed as Chapter 25, Worker's Compensation and Worker's Compensation Alternative Duty Policy.

The Personnel Committee reviewed the proposed amendments to Chapter 25, previously Worker's Compensation & Worker's Compensation Light Duty, now proposed as Chapter 25, Worker's Compensation and Worker's Compensation Alternative Duty Policy, of the Personnel Policy Manual.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend the amendment of Chapter 25, previously Worker's Compensation & Worker's Compensation Light duty, now proposed as Chapter 25, Worker's Compensation and Worker's Compensation Alternative Duty Policy. Motion carries 3 - 0 - 0 by acclamation.

- e. Discussion and recommendation on amendment of Chapter 36, previously Light Duty Policy for Non-Worker's Compensation Related Illness/Injury, now proposed as Chapter 36, Alternative Duty Policy for Non-Worker's Compensation Related Illness/Injury.

The Personnel Committee reviewed the proposed amendments to Chapter 36, previously Light Duty Policy for Non-Worker's Compensation Related Illness/Injury, now proposed as Chapter 36, Alternative Duty Policy for Non-Worker's Compensation Related Illness/Injury, of the Personnel Policy Manual.

Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to recommend the amendment of Chapter 36, previously Light Duty Policy for Non-Worker's Compensation Related Illness/Injury, now proposed as Chapter 36, Alternative Duty Policy for Non-Worker's Compensation Related Illness/Injury. Motion carries 3 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, October 18, 2022 at 11:30 am.
- b. Tuesday, November 15, 2022 at 11:30 am.
- c. Tuesday, November 29, 2022 at 11:30 am.

6. ADJOURNMENT.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to adjourn at 12:29 pm.

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,
Andrea Anderson
Human Resources Generalist