

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL, COUNCIL CHAMBERS
9229 W. Loomis Rd., Franklin, Wisconsin
6:00 p.m., Monday, August 15, 2011**

MINUTES

I. The August 15, 2011 Personnel Committee Meeting was called to order at 6:00 p.m. by Chair Brunner in the Hearing Room at City Hall. Members present were Brunner, Wikel, Barber, Sakwinski, Green, Sheehan, Alderman Schmidt, and Alderman Solomon. Alderman Olson was excused. Also in attendance were Director of Administration Luberda and Human Resources Coordinator Zahn.

II. Citizen comment period

There were no Citizen Comments.

III. Approval of July 18, 2011 Minutes

Motion by Member Barber and seconded by Alderman Schmidt to approve the minutes from July 18, 2011. Motion Carried: Ayes – All.

IV. Discussion on personnel and benefit policy recommendations relative to pension contributions, health insurance contributions, and health insurance benefits with consideration of following State actions related to WRS.

Motion by Alderman Solomon and seconded by Member Barber to refer this item to the special meeting scheduled for August 29, 2011. Motion Carried: Ayes – All.

V. Review a draft revision to the “Manual of Personnel Rules” including but not limited to the following:

1. Revision of Title to “The Civil Service System Personnel Administration Program”
2. Expansion of Application to employee classes and identifying “certified” classes of employees
3. Legal requirements of a Civil Service System
4. The impact of Act 10 on a Civil Service System
5. Revision to the grievance procedure standards of review, including but not limited to reducing the “Just Cause” standard to a standard of reasonable and appropriate and implications and requirements of a “just cause” standard
6. Establishing a complaint procedure for items within the scope of the Civil Service but outside the scope of Discipline
7. Establishing a process for review of Workplace Safety Issues, and Modifications to the application and hiring process to reconcile with current practices

Director of Administration Luberda went through the proposed revisions but stated he did not expect motions on this item until the next meeting on August 29th. No Action Taken.

- VI. Discussion on proposed revisions to the Employee Handbook, the Hiring Policy, and the Salary Administration Policy to reconcile and coordinate with changes in the “Manual of Personnel Rules” (or the Civil Service System Personnel Administration Program).

No Action Taken

- VII. Request for a special meeting for continuation of review of draft revision to the “Manual of Personnel Rules” (or the Civil Service System Personnel Administration Program) including discussion on elimination of a “just cause” standard in review of complaints and grievances, including in relation to disciplinary matters and other conditions of employment.

It was agreed to hold a special meeting on Monday, August 29, 2011 in the Council Chambers.

- VIII. Open Positions Report

No Action Taken

- IX. Next Meeting Date – September 19, 2011

- X. Adjournment

Motion by Member Wikel and seconded by Alderman Schmidt to adjourn the Personnel Committee meeting at 9:15 p.m. Motion carried: Ayes-All.