

**CITY OF FRANKLIN  
PERSONNEL COMMITTEE MEETING  
FRANKLIN CITY HALL, COUNCIL CHAMBERS  
9229 W. Loomis Rd., Franklin, Wisconsin  
6:00 p.m., Monday, August 29, 2011**

**MINUTES**

I. The August 29, 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, Alderman Schmidt, Alderman Olson and Alderman Solomon. Member Sheehan was absent. Also in attendance were Director of Administration Luberdia and Human Resources Coordinator Zahn.

II. Citizen comment period

Citizen comment period closed at 6:15 p.m.

III. Discussion and recommendation 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 Olson and seconded by Alderman Schmidt to approve recommendation as per 8/15/2011 memo from Director of Administration Luberdia (with revised change 8/16/11). Motion Carried: Ayes – All.

IV. Discussion and recommendation on a 2nd 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

Motion by Member Green and seconded by Member Sakwinski to approve Article 1 subject to approving the whole document. Motion Carried: Ayes – All.

Motion by Alderman Olson and seconded by Member Wikel to approve Article 2. Motion Carried: Ayes – All.

Motion by Alderman Solomon and seconded by Alderman Schmidt to approve Article 3 with language change to 3.4.2.2. Motion Carried: Ayes – All.

Meeting was recessed for a short break at 7:37. Reconvened at 7:45 p.m.

Motion by Alderman Olson and seconded by Member Wikel to approve Article 4 with a title change to "Employment Applications". Motion Carried: Ayes – All.

Motion by Alderman Schmidt and seconded by Member Barber to approve Article 5 with 1 change to "Employment Examination". Motion Carried: Ayes – 6, Noes – 1 (Member Green).

Motion by Member Sakwinski and seconded by Alderman Schmidt to approve Article 6. Motion Carried: Ayes – All.

Motion by Member Green and seconded by Member Barber to approve Article 7. Motion Carried: Ayes – All.

Motion by Alderman Olson and seconded by Member Barber to approve Article 8. Motion Carried: Ayes – All.

Motion by Member Green and seconded by Alderman Olson to accept Article 9 with a provision to add the right to representation. Motion Carried: Ayes – All.

Motion by Member Sakwinski and seconded by Alderman Schmidt to accept Article 10 with changes as discussed. Motion Carried: Ayes – All.

Motion by Member Green and seconded by Alderman Solomon to change 11.2.2.3 to 3 years. Motion Carried: Ayes – All.

Motion by Member Green and seconded by Alderman Olson to split the last sentence of Section 11.1 into a separate paragraph. Motion Carried: Ayes – 5, Noes – 2 (Sakwinski, Wikel).

Motion by Member Sakwinski and seconded by Alderman Schmidt to approve Article 11 with the 2 changes. Motion Carried: Ayes – 6, Noes – 1 (Wikel).

Motion by Alderman Olson and seconded by Member Green to approve Article 12 with the change of representation. Motion Carried: Ayes – All.

Motion by Alderman Solomon and seconded by Member Sakwinski to approve Article 13. Motion Carried: Ayes – All.

Motion by Alderman Schmidt and seconded by Member Sakwinski to approve Article 14. Motion Carried: Ayes – All.

Motion by Alderman Schmidt and seconded by Alderman Olson to approve Article 15. Motion Carried: Ayes – All.

- V. 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 – The 1st draft of the Employee Handbook will be discussed at the next meeting.

- VI. Next Meeting Date – September 19, 2011

- VII. Adjournment

Motion by Alderman Solomon and seconded by Member Barber to adjourn the Personnel Committee meeting at 9:00 p.m. Motion carried: Ayes-All.