

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL HEARING ROOM
9229 W. Loomis Road, Franklin, Wisconsin
6:00 p.m., March 21, 2016**

MINUTES

I. The March 21, 2016 Personnel Committee Meeting was called to order at 6:01 p.m. by Chair Brunner in the Hearing Room at City Hall. Members present were Brunner, Barber, Traynor, Heidingsfeld, Alderman Mayer (arrived at 6:09 p.m.) and Alderman Schmidt. Member Wikel and Alderman Dandrea were excused. Also in attendance were Director of Administration Luberda and Human Resources Coordinator Zahn.

II. Welcome to New Members Tom Traynor and Nora Heidingsfeld

No Action Needed

III. Citizen comment period

No citizen comments

IV. Approval of the Minutes from January 15, 2016

Motion by Member Barber and seconded by Alderman Schmidt to approve the January 15, 2016 minutes as written. Motion Carried: Ayes – All.

V. Approval of a Revised Job Description for the Confidential Fire Administrative Assistant and Consideration of Promotional Status

Motion by Member Barber and seconded by Member Traynor to recommend to Common Council to accept the job description with changes made (fix the typo in “the”, add an “s” on “maintain”, change “make sure” to “ensure”, change “owner of property” to “property ownership”, add an “s” to “Assist”, and add “Proven” before “Ability to handle”. Motion Carried: Ayes – All.

Motion by Member Barber and seconded by Alderman Mayer to recommend to Common Council that it is reasonable to consider the level of adjustment in the job description as a promotion. Motion Carried: Ayes – All.

VI. Request from the Municipal Judge to Add Supervisory Duties to the Confidential Municipal Court Administrative Assistant Position, Consideration of a Revised Job Description and Title, and Consideration of Promotional

This item was withdrawn by the Municipal Judge prior to the meeting and was not discussed.

VII. Revisions to the Donation of Vacation Policy to Allow the Ability to Donate Comp Time

Motion by Alderman Schmidt and seconded by Alderman Mayer to forward the policy as amended and to table the 2nd part (possible change of the maximum number of days allowed) until a later date. Motion Carried: Ayes – All.

VIII. Promotion Authority and Application within the Department of Public Works

Motion by Alderman Mayer and seconded by Alderman Schmidt to move to suspend the rules to allow an employee to speak. Motion Carried: Ayes – All.

Motion by Alderman Mayer and seconded by Member Brunner to return to regular order. Motion Carried: Ayes – All.

Motion by Alderman Mayer and seconded by Alderman Schmidt to recommend to Common Council to approve modifying promotional language to address conflicts between the standard policy and placements of existing employees at the time of the adoption of the Classification and Compensation Study. Motion Carried: Ayes – All.

IX. Staffing Report

No Action Needed

X. Next Meeting Date

The next regularly scheduled meeting would be 4/18/2016.

XI. Adjournment

Motion by Alderman Mayer and seconded by Member Barber to adjourn the Personnel Committee meeting at 7:15 p.m. Motion carried: Ayes-All.