

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL, INSPECTION CONFERENCE ROOM
9229 W. Loomis Road, Franklin, WI 53132
Monday, February 19th, 2024 – 6:00 p.m.**

AGENDA

- I. Call to Order, Roll Call, and Pledge of Allegiance
- II. Citizen Comment Period
- III. Approval of the Minutes from 12/18/2023
- IV. Application Process – Request from the Library Board to Discuss
- V. Employee Compensation Study Discussion
- VI. Personnel Committee Membership
- VII. Nepotism Policy
- VIII. Director of Administration Updates
- IX. Staffing Report
- X. Future Agenda Items
 - Compensation Study
 - Employee Survey
- XI. Next Scheduled Meeting Date – March 19th, 2024
- XII. Adjournment

*Notice is given that a majority of members of the Common Council of the municipality are expected to attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Common Council per *States ex re Badke v Greendale Village Bd* even though the Common Council will not take formal action at this meeting.

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**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL HEARING ROOM
9229 W. Loomis Rd., Franklin, Wisconsin
6:00 p.m., December 18th, 2023**

MINUTES

I. The December 18th, 2023 Personnel Committee Meeting was called to order at 6:00 p.m. by Vice-Chair Barber in the Hearing Room at City Hall. Members present were Alderman Barber, Alderman Holpfer, Alderman Hasan, Traynor, Budny, Emmons, and Prusko. Chair Wikel was excused. Also in attendance were Director of Administration Hersh, Human Resources Manager Zahn, Mayor Nelson, and Director of Finance & Treasurer Brown.

II. Citizen comment period

III. Approval of the Minutes from 10/16/2023

Motion by Alderman Hasan and seconded by Alderman Holpfer to approve the minutes from 10/16/23 as written. Motion Carried: Ayes- All.

IV Approval of a Job Description for a Probationary Firefighter/EMT

Motion by Member Traynor and seconded by Member Budny to approve the Job Description for a Firefighter/EMT position. Motion Carried: Ayes – All.

V Revised Job Descriptions for the Secretary and Administrative Clerk positions in the Clerk's Department.

Motion by Alderman Hasan and seconded by Member Traynor to approve the 2 job descriptions with the 2 salary grade level increases. Motion Carried: Ayes – All.

VI. Approval of a Job Description for a Deputy DPW Clerk

Motion by Member Traynor to move to table this item until further clarity is provided. Motion died due to a lack of a second.

Motion by Alderman Hasan and seconded by Member Budny to approve the job description as requested. Motion Carried: Ayes – All.

VII. 2024 Non-Represented Pay Increases

Motion by Member Prusko and seconded by Member Emmons to approve the 2024 Annual Market Adjustment to the Pay Ranges of the Compensation Plan and a Market Adjustment to Wage and Salary Rates, both by 3%, along with a Progress to Market Wage Adjustment, for non-represented employees effective with the start of the pay period with a pay date of January 12, 2024, and authorize Human Resources to incorporate the new Salary Ranges into the Employee Handbook. Motion Carried: Ayes - All.

VIII Personnel Committee Membership

Alderman Barber would like to have this item brought back at the January meeting

IX Process for Future Insurance Renewals and Selection of Insurance Brokers

A discussion was held as to when the Committee can see insurance renewal information during the year. They would like to see it earlier and have more input into the decision making. It was discussed that final renewal information isn't available until October for November open enrollment, but that we will try to provide some preliminary information earlier in the summer. No action was taken.

X Approval to Revise the City of Franklin 457(b) Offerings

Motion by Alderman Holpfer and seconded by Alderman Hasan to authorize a Resolution for Inclusion Under the State of Wisconsin Deferred Compensation plan, allowing staff to implement plans (including Roth options), terminate contributions through AXA/Equitable, and to add Roth's to our other 457(b) options. Terminations of other 457(b) options would be brought back to the Committee for approval. Motion Carried: Ayes – All.

XI. Update on 2024 Fire Negotiations

Director of Administration Hersh informed the group that we had reached a tentative agreement with the Fire Union and that the Union would be taking the agreement to their membership for ratification on Thursday, 12/21/23.

XII. Update on Employee Recruitment & Retention Tool Policy

No Action Taken

XIII Staffing Report

Info provided. No action needed.

XIV. Future Agenda Items

- Compensation Study
- Employee Survey

XV. Next Meeting Date

The next regularly scheduled meeting is planned for January 15, 2024.

XVI Adjournment

Motion by Alderman Holpfer and seconded by Member Traynor to adjourn the Personnel Committee meeting at 7:37 p.m. Motion carried: Ayes-All.

STATE OF WISCONSIN CITY OF FRANKLIN MILWAUKEE COUNTY

ORDINANCE NO. 2001- 1687

AN ORDINANCE DISSOLVING THE CIVIL SERVICE COMMISSION,
LABOR NEGOTIATIONS COMMITTEE, AND THE COMPENSATION COMMITTEE,
AND CREATING A PERSONNEL COMMITTEE TO THE COMMON COUNCIL

WHEREAS, §10-12 and §19-4.A.(2) of the Municipal Code establish the membership and appointment of the Labor Negotiations Committee; and

WHEREAS, §10-17 and §55-7 of the Municipal Code establishes the membership of the Civil Service Commission; and

WHEREAS, the Common Council approved a revised Salary Administration Policy that included the creation of a Compensation Committee; and

WHEREAS, the Common Council having recognized the importance and significant fiscal impact of personnel related issues to the City, including those issues relating to collective bargaining and issues associated with labor and management and civil service; and

WHEREAS, the Common Council having recognized the absolute need of the City to be fully aware of all aspects of personnel management and administrative functions of the government as they relate to personnel, including organizational structure, salaries and wages, collective bargaining, employee relations, civil service rules and regulations, employee benefits, job classification, and employee performance; and

WHEREAS, the Common Council having determined it necessary and in the best interest of the City to combine all personnel related functions under the oversight of a Personnel Committee, so as to focus the City government upon its personnel needs for the aforesaid purposes,

NOW, THEREFORE, the Mayor and the Common Council of the City of Franklin, Wisconsin, do ordain as follows:

Section 1: The Labor Negotiations Committee, Civil Service Commission, and the Compensation Committee shall be and the same are hereby dissolved. The City of Franklin Personnel Committee is created by Section 2 of this Ordinance.

Section 2: §10-12 of the Municipal Code of Franklin, Wisconsin, is hereby repealed and recreated to read as follows:

§10-12. Personnel Committee

- A. Purpose. The City of Franklin ("City") recognizes the importance and significant fiscal impact that personnel related issues have on City operations and finances. The Common Council, through its Personnel Committee, encourages uniformity and cooperation between City departments and the Common Council in personnel matters, in an effort to best utilize City staff resources.

The purpose of the Personnel Committee is to make recommendations to the Mayor and the Common Council on those matters relating to personnel policies and practices, compensation, classification, employee relations, collective bargaining, and organizational structure. It is in the best interests of the City to combine all personnel related functions under the oversight of a Personnel Committee.

- B. Composition. The Personnel Committee shall be comprised of nine (9) members appointed by the Mayor and confirmed by the Common Council. Three (3) of the members shall be Aldermen. The Director of Administration and Human Resources Coordinator shall provide staff assistance to the Committee.
- C. Term. Common Council members shall serve during their term of elected office and the terms of the Common Council members shall expire, without regard to the qualification of any successor, upon the expiration of the respective term of elected office during which the Common Council member was appointed, or earlier upon the vacancy of such office. The initial terms of the remaining six (6) members shall be as follows: two (2) members shall serve for 3 years, two (2) members shall serve for 2 years, and two (2) members shall serve for 1 year; thereafter, the term of each such member shall be 3 years. The members of the Personnel Committee may be removed for cause by the Mayor, with the approval of the Common Council.
- D. Common Council retains jurisdiction. The Common Council is responsible for overall policy direction in matters relating to personnel. The Personnel Committee shall be subject to the authority of the Common Council. All fiscal control over personnel related expenditures and contracts is vested in the Common Council. All actions of the Personnel Committee shall be advisory only to the Common Council, unless involving action specifically and previously authorized by the Common Council. The Director of Administration and/or his/her designee is responsible for the implementation and administration of Personnel Committee policies and procedures.

- E. Duties. The Personnel Committee shall advise the Common Council on these matters relating to personnel policies and practices, compensation and benefits, labor relations and collective bargaining, employee relations, staffing and organizational structure. Specific responsibilities include, but are not limited to:
- (1) Have charge of all matters arising under Chapter 111 (Employment Relations) of the Wisconsin Statutes, as well as all State and Federal laws that pertain to labor. The Committee may form a sub-committee to carry out this responsibility. The Personnel Committee is hereby authorized by the Common Council to take final action on behalf of the City upon matters within the scope of this Subsection (1).
 - (2) Make all necessary rules and regulations pertaining to the Civil Service System established under Charter Ordinance No. 64 and such applicable City ordinances, resolutions, rules and regulations adopted thereafter, all as amended, and otherwise administer and enforce the Civil Service System as successor to the powers and duties of the previously existing Civil Service Commission. [Note: The Civil Service Commission was dissolved pursuant to Charter Ordinance No. 2001-1688.]
 - (3) Establish guidelines governing the conduct of collective bargaining, not in conflict with any other existing ordinances or policies of the City.
 - (4) Devise, implement, and maintain a mechanism for the performance evaluation of employees.
 - (5) Hear employee grievances that have been unresolved at the steps designated in the various labor contracts. The Personnel Committee is hereby authorized by the Common Council to take final action on behalf of the City upon matters within the scope of this Subsection (5).
 - (6) Review and establish employee recruiting and retention procedures.
 - (7) Oversee Employee Safety and Employee Assistance Programs.
 - (8) Recommend annual salary range adjustments and annual salary and wage rate adjustments of City employees.
 - (9) Have oversight of all City approved personnel policies with the City, including sick leave, vacations, paid holidays, and leave of absence.

- (10) Make recommendations for the organizational structure and staffing levels of departments of the City.
- (11) Review departmental requests for creation, deletion, reallocation, and reclassification of positions.
- (12) Oversee the conduct of all labor negotiations and make recommendations to the Common Council.
- (13) Oversee the employee insurance benefit programs, including medical, dental, life, and worker's compensation.
- (14) Acts as a review board for non-represented employees regarding disciplinary action taken by Department Heads. The Personnel Committee is hereby authorized by the Common Council to take final action on behalf of the City upon matters within the scope of this Subsection (14).
- (15) Responsible for the oversight of the City's Affirmative Action/Equal Opportunity responsibilities, ADA compliance, and FMLA.
- (16) Recommend changes to and enforce the City's Civil Service "Manual of Personnel Rules". The Personnel Committee is hereby authorized by the Common Council to take final action on behalf of the City upon matters within the scope of this Subsection (16).
- (17) Annually, review wage and benefit levels of non-represented positions in comparable municipalities to ensure that City employees are being fairly compensated and that the City maintains its ability to competitively recruit and retain employees.
- (18) Other duties as may be assigned by action of the Common Council.

Section 3: §36-3.A.(14), §10-17, and §55-7 of the Municipal Code are hereby repealed.

Section 4: §55-8 of the Municipal Code is hereby amended to delete: "and the starting salary shall depend upon Civil Service recommendations".

Section 5: §19-4.A.(2) of the Municipal Code is hereby repealed.

Section 6: §36-3.A.(24) of the Municipal Code is hereby amended to delete: "Labor Negotiations Committee" and in place thereof, insert: "Personnel Committee".

Section 7: §36-7.E., §36-10, and §55-10.E. of the Municipal Code are hereby amended to delete: "Civil Service Commission" and in place thereof, insert: "Personnel Committee".

Section 8: The terms and conditions of this Ordinance are severable. Should any term or provision of this Ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

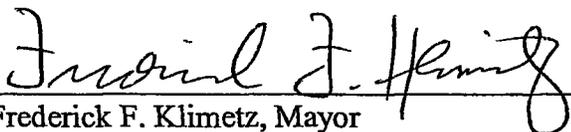
Section 9: All ordinances and parts of ordinances and policies by previous action of the Common Council in contravention to this Ordinance are hereby repealed.

Section 10: This Ordinance shall take effect and be in force from and after its passage and publication; excepting and provided, however, the terms and provisions of this Ordinance pertaining to the Civil Service Commission shall only be effective upon the effective date of Charter Ordinance No. ²⁰⁰¹⁻~~1688~~ adopted by the Common Council on the date of adoption of this Ordinance.

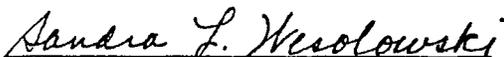
Introduced at a regular meeting of the Common Council of the City of Franklin this 4th day of December, 2001, by Alderman Taylor.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin, this 4th day of December, 2001, by Alderman Taylor.

APPROVED:


Frederick F. Klimetz, Mayor

ATTEST:


Sandra L. Wesolowski, City Clerk

AYES 6 NOES 0 ABSENT 0

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City of Franklin, Wisconsin

Personnel Committee

Administrative Rules and Procedures

May, 2003

Personnel Committee

Administrative Rules and Procedures

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Exhibit

- A City of Franklin Ordinance No. 2001-1687.

Personnel Committee

Administrative Rules and Procedures

Article I. Name of Committee

The name of this Committee shall be the "Personnel Committee" of the City of Franklin, Wisconsin, hereinafter referred to as "the Committee"

Article II. Authorization

The authorization for the establishment of the Committee is set forth in Ordinance No 2001-1687

Article III. Membership

- Section 1 The composition of the Committee shall be as established in Ordinance 2001-1687 and as may otherwise be specified by the Common Council.
- Section 2 The terms of the members shall be as established in Ordinance 2001-1687 and as may otherwise be specified by the Common Council
- Section 3 Each member, excluding the presiding officer who shall only vote to affect the result, shall have one (1) vote Voting by proxy is not permitted On a tie vote, the motion is lost.
- Section 4 All members shall serve without compensation
- Section 5 A quorum shall be a majority of all the members of the committee appointed, meaning the number of members authorized, less any vacancies
- Section 6 Actions, communications, etc of Committee members shall be subject to the provisions of the Wisconsin Statutes, including but not limited to the Open Meetings Act, and the Municipal Code and policies of the City of Franklin, including but not limited to the Code of Ethics

Article IV. Duties

The duties of the Committee shall be as established in City of Ordinance 2001-1687 and as may otherwise be specified by the Common Council

Article V. Officers

- Section 1 The officers of the Committee shall be the Chair, Vice-Chair and Secretary
- Section 2 The Chair and Vice-Chair shall be elected by and from the Committee members The Secretary shall be the Human Resources Coordinator, a non-voting ex officio member, or the Coordinator's designee

- Section 3 The term of Chair and Vice-Chair shall be from election to the next election. Elections to fill these offices shall be held at the first Committee meeting and the first Committee meeting on or after July 1 of each subsequent year. Elections to fill vacancies will be held at the first Committee meeting after the vacancy occurs.
- Section 4 The Chair shall preside at all meetings and hearings of the Committee, and shall have the duties normally conferred by parliamentary usage to such office. The Chair, with the assistance of the City staff ex officio members of the Committee, shall
- a) Call meetings of the Committee as needed to fulfill the duties of the Committee, and determine the time and place of such meetings
 - b) Prepare agendas for meetings and hearings
 - c) Prepare reports of Committee actions.
 - d) Provide notice to all Committee members
 - e) Arrange proper and legal notice of hearings
 - f) Attend to correspondence of the Committee as approved by the Committee
 - g) Determine that the Secretary keeps the official Minutes and records of the Committee
 - h) Determine that all Committee members have these Administrative Rules and Procedures, and such other records as may be necessary for the satisfactory conduct of the duties of Committee member
 - i) Have other duties as may from time to time be assigned by the Committee
- Section 5 When the Chair is unable to preside or fulfill the duties of the Chair, the Vice-Chair shall preside and assume the duties of the Chair until the Chair is able to preside.
- Section 6 When the Chair and the Vice-Chair are unable to preside or fulfill the duties of the Chair and a quorum of the Committee is present for a properly noticed and scheduled Committee meeting or hearing, the Secretary may call the Committee to order and shall temporarily preside solely over the selection of a Chair Pro Tempore by and from the Committee members present. Upon selection, the Chair Pro Tempore shall preside and assume the duties of the Chair until the Chair or the Vice-Chair is able to preside.

Article VI. Committees, Subcommittees

- Section 1 The Committee may establish committees and subcommittees as deemed appropriate or necessary to fulfill the duties of the Committee.
- Section 2 The Chair shall appoint committee and subcommittee members and officers.

Article VII. Meetings

- Section 1 The Committee, its committees and subcommittees shall meet as needed to fulfill the duties of the Committee.
- Section 2 The Committee may adopt a regular, periodic meeting schedule as needed to fulfill the duties of the Committee, and determine the time and place of such meetings.

- Section 3 All meetings of the Committee shall be open to the general public, subject to the provisions of the Wisconsin Statutes (Open Meetings Act)
- Section 4 Except as otherwise provided herein or specified by the Common Council, the parliamentary procedure of the Committee shall be as provided in Robert's Rules of Order Newly Revised
- Section 5 A record of all Committee actions shall be kept as part of its Minutes
- Section 6 Any member of the Committee may place on a Committee agenda for consideration, discussion, action, etc any matter that is properly within or related to the duties, rules, procedures, activities, etc of the Committee, by notice to the Chair and the Secretary
- Section 7 All materials and information related to matters to be considered by the Committee shall be delivered to the Secretary not later than seven (7) working days preceding the meeting at which the matter is to be considered. Matters submitted for consideration by the Committee may be rescheduled to a subsequent Committee meeting when the Secretary has determined that any required materials and information have not been received by the specified time
- Section 8 Agendas and other materials for each meeting shall, whenever possible, be delivered to the members of the Committee not later than three (3) working days preceding the meeting.
- Section 9 Actions of the Committee requiring approval of a two third (2/3) vote of all of the members are
- a) To revise or amend these Administrative Rules and Procedures (except items established in the statutes and regulations of the State of Wisconsin or the Municipal Code of the City of Franklin, Wisconsin, which shall be as adopted by the applicable authoritative body)
- Section 10 Other actions of the Committee shall require approval of a majority of the members present and voting
- Section 11 The Committee may terminate any meeting at 10 00 p m or at any time thereafter with agenda items not yet considered Any agenda item(s) under consideration or not yet considered at the time of meeting termination under this section shall be continued to the next meeting

Article VIII. Order of Business

- Section 1 Each Committee agenda shall provide for the following order of business
- I. Call To Order and Roll call
 - II. Citizen Comment Period
 - III Approval of Minutes of previous meeting(s)
 - IV Old Business
 - V New business
 - VI Other business (e g , items for future agendas, Comm rules and procedures, etc)
 - VII Schedule next meeting
 - VIII Adjournment

The use of "Old Business", "New Business", and "Other Business" categories should be accompanied by a more specific listing on the agenda of any subject matter intended for consideration under such categories

It shall be in order for any member who voted in the affirmative on any question which was adopted or for any member who voted in the negative when the number of affirmative votes was insufficient for adoption to move a reconsideration of such vote, at the same or next succeeding regular meeting of the Committee. A motion to reconsider having been lost shall not be again in order

Section 2. In general, the order of business shall follow the printed agenda. The order of business may vary from the printed agenda by consensus of the Committee members present

Article IX. Non-member Participation

Section 1. Letters, documents and other records relevant to matters before the Committee or within Committee duties are welcome at any time by submission to the Secretary, subject to timing requirements established elsewhere herein. Submissions related to a specific matter before the Committee will be considered when the specific matter is considered. Submissions related to other matters within the Committee duties will be considered in the Other Business section of the agenda or as otherwise deemed applicable by the Committee

Section 2. Except for properly noticed and scheduled public hearings, non-member testimony during Committee meetings shall be limited to a) applicants with matters before the Committee, b) persons with knowledge or expertise relevant to matters before the Committee or within Committee duties and c) the mayor and aldermen of the City of Franklin. Such non-member testimony shall be permitted during the Citizen Comment Period or at the discretion of and upon recognition by the Chair or on consensus of the Committee members present, and upon statement of name, address and basis for testimony

Section 3. At a properly noticed and scheduled public hearing of the Committee, any person may speak on the specified subject of the hearing upon recognition by the Chair and statement of name and primary residence address.

No City employee shall appear on behalf of any private person before any other City employee, department, board, commission, or agency in anything other than an official capacity. Likewise, no City employee shall grant special consideration, treatment, or advantage to any person beyond that which is available to the public.

No City employee shall engage in or accept private employment or service when that employment or service is incompatible with the discharge of their official duties and judgments, unless otherwise granted permission or permitted by law.

No City employee shall exceed their authority, break the law, or ask others to do so.

Public Contact

Your major responsibility is to serve the public. The citizens of Franklin are considered your customers and are entitled to courtesy, prompt service, and impartial attention, as well as a full and honest day's work. Your personal appearance is also important. The neat, well-groomed and appropriately dressed employee creates the best impression. A false conclusion, but one quickly reached, is that a civil servant who dresses in a careless manner will also be careless in handling public affairs and funds.

Always keep in mind that every time one of us has a business or personal contact with the public we register some kind of impression. All of these impressions, when combined, create the reputation of Franklin City Government.

Telephone Use and Courtesy

City telephones are important in promoting good public relations since the calling party may judge the entire City by your telephone personality. Always answer a call promptly and in a friendly, courteous manner. Always identify yourself and your department. If the call has been misdirected, or you cannot provide the requested information, refer the call promptly to someone who is able to assist the caller.

Nepotism

The City of Franklin permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the City, create an actual or perceived conflict of interest. For purposes of this policy, "relative" is a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. The City of Franklin will exercise sound judgment in the placement of related employees in accordance with the following guidelines:

Relatives are permitted to work for the City, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the “chain of command” of a relative such that one relative’s work responsibilities, salary, or career progress could be influenced by the other relative. No relatives are permitted to work in the same department or in any other positions in which the City believes an inherent conflict of interest may exist. Employees who marry while employed are treated in accordance with these guidelines. That is, if in the opinion of the City, a conflict or apparent conflict arises as a result of the marriage, one of the employees may be transferred or their employment status may be changed to eliminate the conflict.

This policy applies to all categories of employment, including extended-term, limited-term, and part-time classifications.

Administration of Employee Records

The Human Resources Department is responsible for establishing and maintaining employee records for each employee of the City. An employee record shall consist of a personnel file and a confidential personnel file. Individual departments shall not maintain separate employee records, except when necessary for training and performance evaluation purposes.

Access to information contained in the confidential personnel file will be limited to the individual employee and those City employees who (with the approval of the Human Resources Manager or the Director of Administration) must access such confidential records to perform their duties. Third party access is strictly limited to persons authorized by the employee as defined in §19.32(1m), Wis. Stats., or as required by Wis. Stat. §19.35.

Every employee is responsible for the verification of information contained in his/her employee record through a periodic audit. An administration representative must be present when a file is audited. Employees may review their file quarterly. To review your file, schedule an audit appointment with the Human Resources Department. The purpose of the audit should be to ensure the accuracy and completeness of the file.

Employee personnel files shall include the employee’s job application, job description and specification information, job performance ratings and evaluations, education and previous training information, personal data card, personnel action forms, letters of reprimand, commendations, and other relevant documents.

The employee confidential personnel file shall be limited to medical information, leave of absences, disciplinary actions, financial forms not concerning compensation, reference and background checks, settlement agreements and decisions as well as workers compensation forms.

All employee information is kept confidential, except when requested to verify information relating to job title, department, base salary, and dates of employment. Information contained in the employee records shall not be released to the public without the express written permission of the employee, unless required by law. However, certain situations may arise where the City as current or past employer has a duty to prospective employers concerning such employee's character

Staffing Report Data as of February 15th, 2024

Number of Positions		Title	Date of Vacancy	Reason for Vacancy	Employee Group	Status
1	Firefighter/Paramedic	6/19/2023	Resignation	Fire Union		
1	Fire Chief	1/5/2024	Retirement	Non-Rep	Chief Remington retired AC Jim Mayer has been appointed Fire Chief His position will need to be filled which may cause a series of openings	
1	Dispatcher	1/3/24	Retirement	Non-Rep	In the process of looking for 1 experienced dispatcher	
1	Chief Plumbing Inspector	10/2/2023	Resignation	Non-Rep	Position is vacant due to the promotion of Justin Ligocki to Director We have not yet been able to fill the position	
1	Administrative Asst (Clerk's)	10/1/2023	Resignation	Non-Rep	Nicole Hintz resigned Donna Pulles was re-hired to take the same position she had performed approx 10 years ago	
1	Director of Clerk Services	1/5/2024	Resignation	Non-Rep	Karen Kastenson resigned Shirley Roberts was promoted leaving an opening for Deputy City Clerk Maggie Poplar was rehired for that position	
1	Police Officer	2/10/2024	Resignation	Police Union	1 police officer resigned to return back to his former position in Racine	
1	Sewer & Water Tech	2/1/2024	Resignation	Non-Rep	1 employee recently left to start his own business full time A DPW employee is interested in transferring to S&W, so we will likely look for a Heavy Equipment Operator	

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