

**CITY OF FRANKLIN  
PERSONNEL COMMITTEE MEETING  
FRANKLIN CITY HALL, COMMON COUNCIL CHAMBERS  
9229 W. Loomis Road, Franklin, WI 53132  
Monday, May 18, 2026 @ 6:00 p.m.**

**AGENDA**

- I.** Call to Order, Roll Call, and Pledge of Allegiance
  
- II.** Citizen Comment Period
  
- III.** Approval of the Minutes of March 16, 2026
  
- IV.** Approval of the Open Records Clerk and Open Records Clerk/Accreditation Assistant Job Descriptions
  
- V.** Discussion Regarding Employee Recruitment and Retention Tool Policy
  
- VI.** Employee Handbook and Civil Service Operational Reporting Alignment Review
  
- VII.** Staffing Report
  
- VIII.** Future Agenda Items
  
- IX.** Next Scheduled Meeting Date: June 15<sup>th</sup> or July 20<sup>th</sup>
  
- X.** Adjournment

**CITY OF FRANKLIN  
PERSONNEL COMMITTEE MEETING  
FRANKLIN CITY HALL, COMMON COUNCIL CHAMBERS  
9229 W. Loomis Road, Franklin, WI 53132  
Monday, March 16, 2026 @ 6:00 p.m.**

**MINUTES**

- I. Call to Order, Roll Call, and Pledge of Allegiance: March 16, 2026, Personnel Committee Meeting was called to order at 6:00 p.m. by Chair Budny in the Common Council Chambers at City Hall. Members present were Chair Budny, Alderman Hasan, Alderwoman Eichmann, Members Prusko, Kenney, and Ireland. Member Zuberi joined at 6:04pm. Also, in attendance was Director of Administration Hersh. Human Resources Administrator Wieting.
- II. Citizen Comment Period: None
- III. Welcome New Human Resources Administrator Blake Wieting: Mr. Wieting introduced himself to the council. Informational item only; No action required.
- IV. Approval of the Minutes of December 2025: Motion by Alderman Yousef Hasan and seconded by Danelle Kenney to approve the minutes from 12/15/25 as submitted. Motion carried. Ayes: All. (Cathy Richard absent/excused)
- V. Review and Approve Draft Language for Sick Leave Changes in the Employee Handbook, as discussed at the 9/15/2025 meeting: Motion by Alderman Yousef Hasan and seconded by Alderwoman Michelle Eichman. Ayes: All
- VI. Approval of the Director of Health Updated Job Description & JAQ Rating: Motion by Danelle Kenney and seconded by Alderman Yousef Hasan. Ayes: Bundy, Prusko, Zuberi, and Ireland. Noes: Alderwoman Michelle Eichmann. This item was tabled for further review and discussion.
- VII. Organizational Structure: Motion by Yousef Hasan and seconded by Frank Prusko. Ayes: All. A break was taken from 7pm until 7:15pm. Mayor requested this item to be tabled.  
  
Motion for Blake Wieting, HR Administrator, and Kelly Hersh, Director of Administration, to review current organizational structure within in our employee handbook and to bring this back to the group to discuss and to create two new binders for two of the members.
- VIII. Staffing Report: None

- IX. Future Agenda Items
- Org Chart Alignment with Employee Handbook
  - Update Job Descriptions
- X. Next Scheduled Meeting Date: April 20th or May 18th
- XI. Adjournment: Motion by Alderman Yousef Hasan and seconded by Alderwoman Michelle Eichmann. Ayes: All. Adjourned at 7:32pm

CITY OF FRANKLIN  
Job Description

<b>Job Title:</b>	Open Records Clerk
<b>Department:</b>	Police
<b>Reports To:</b>	Assistant Chief of Police
<b>Appointing Authority:</b>	Chief of Police
<b>Salary Level:</b>	Grade 3
<b>FLSA Status:</b>	Non-Exempt
<b>Prepared By:</b>	Chief Craig Liermann
<b>Prepared Date:</b>	2026
<b>Approved By:</b>	
<b>Approved Date:</b>	

**Summary**

The Open Records Clerk is responsible for providing the public with accurate and consistent open access to records of the department and its employees in a timely fashion in accordance with applicable rules and regulations. Work is primarily performed at the station under the direction of the Open Records Supervisor or designee.

**Essential Duties and Responsibilities**

- Reviews requests for records to determine if we hold the record and if it may be released in part or as a whole by applying applicable state laws.
- Redact records, including documents, videos and still images.
- Consult open records supervisor reference complex requests to ensure protection of sensitive information in conjunction with Wisconsin Public Records law.
- Maintain record retention policy in conjunction with the open records supervisor or designee.
- Provides timely responses to record requests, tracks request/response data and retains released records for the time period required by law.
- Performs other duties as assigned.

**Supervision**

The Open Records Clerk works under the supervision, direction, and guidance of the open records supervisor or designee.

**Education/Skills/Abilities and Experience**

- High school diploma or GED equivalent.
- Bachelor's degree preferred.
- One year of clerical or program coordination work preferred.
- Knowledge of law enforcement operations, policies, and administrative

- procedures preferred.
- Knowledge of Wisconsin open records law.
  - Knowledge of city and department policies and procedures within the first month of employment.
  - Knowledge of modern office equipment, practices, and procedures.
  - Knowledge of basic mathematics.
  - Understanding of accreditation standards, compliance methodologies, and file maintenance procedures preferred.
  - Excellent organization and project management skills, with attention to detail and documentation accuracy.
  - Strong written and verbal communication skills.
  - Skill in establishing and maintaining files and records.
  - Proficiency with office software and database management systems, including Microsoft Office Suite.
  - Ability to work independently, maintain confidentiality, and exercise sound judgment.
  - Ability to follow and explain standard work processes to others.
  - Skill in interpersonal relations.
  - Skill in coordinating cross-departmental efforts and facilitating cooperation among divisions.

#### **Certificates, Licenses, Registrations**

- Valid state driver's license.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to operate, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to *stand* and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

#### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

#### **Other Qualifications**

Ability to make independent judgments, which have moderate impacts on the organization.

Ability to report to work on time.

Ability to be available for work.

Ability to maintain confidentiality of information.

Ability to apply department policies and procedures in daily operations.

Ability to handle stressful situations.

Ability to make quick decisions in the absence of clearly defined procedures.

Ability to enter, retrieve and analyze computer information accurately.

Ability to effectively meet and deal with the public.

Ability to adjust to changes in the organization.

Ability to be positive in response to management directions.

**Other Skills and Abilities**

**Tools and equipment used:** Personal computer including word processing software, copy machine, fax machine, and telephone communications.

**Miscellaneous**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change..

CITY OF FRANKLIN  
Job Description

<b>Job Title:</b>	Open Records Clerk/Accreditation Assistant
<b>Department:</b>	Police
<b>Reports To:</b>	Assistant Chief of Police
<b>Appointing Authority:</b>	Chief of Police
<b>Salary Level:</b>	Grade 3
<b>FLSA Status:</b>	Non-Exempt
<b>Prepared By:</b>	Chief Craig Liermann
<b>Prepared Date:</b>	2026
<b>Approved By:</b>	
<b>Approved Date:</b>	

**Summary**

The Open Records Clerk/Accreditation Assistant is responsible for providing the public accurate and consistent open access to records of the department and its employees in a timely fashion in accordance with applicable rules and regulations. Additionally, the position requires maintenance of the Police Department's accreditation and professional standards programs. This position ensures ongoing compliance with the standards set by the Wisconsin Law Enforcement Accreditation Group (WILEAG), or other applicable accrediting bodies. Work is primarily performed at the station under the direction of the Open Records Supervisor or designee.

**Essential Duties and Responsibilities**

- Reviews requests for records to determine if we hold the record and if it may be released in part or as a whole by applying applicable state laws.
- Redact records, including documents, videos and still images.
- Consult open records supervisor reference complex requests to ensure protection of sensitive information in conjunction with Wisconsin Public Records law.
- Maintain record retention policy in conjunction with the open records supervisor or designee.
- Provides timely responses to record requests, tracks request/response data and retains released records for the time period required by law.
- Serves as the department's accreditation assistant in maintaining all files, proofs of compliance, and documentation required by the Wisconsin Law Enforcement Accreditation Group (WILEAG).
- Assist with assessment of at least one other law enforcement agency as mandated by association with the Wisconsin Police Accreditation Coalition (WI-PAC) and the Wisconsin Law Enforcement Accreditation Group (WILEAG).
- Attend trainings related to accreditation management, assessment, and Wisconsin open records laws.

- Performs other duties as assigned.

### **Supervision**

The Open Records Clerk/Accreditation Assistant works under the supervision, direction, and guidance of the open records supervisor or designee.

### **Education/Skills/Abilities and Experience**

- High school diploma or GED equivalent.
- Bachelor's degree preferred.
- One year of clerical or program coordination work preferred.
- Knowledge of law enforcement operations, policies, and administrative procedures preferred.
- Knowledge of Wisconsin open records law.
- Knowledge of city and department policies and procedures within the first month of employment.
- Knowledge of modern office equipment, practices, and procedures.
- Knowledge of basic mathematics.
- Understanding of accreditation standards, compliance methodologies, and file maintenance procedures preferred.
- Excellent organization and project management skills, with attention to detail and documentation accuracy.
- Strong written and verbal communication skills.
- Skill in establishing and maintaining files and records.
- Proficiency with office software and database management systems, including Microsoft Office Suite and electronic accreditation management platforms (e.g., Lexipol, PowerDMS, DocTract, etc.).
- Ability to work independently, maintain confidentiality, and exercise sound judgment.
- Ability to follow and explain standard work processes to others.
- Skill in interpersonal relations.
- Skill in coordinating cross-departmental efforts and facilitating cooperation among divisions.

### **Certificates, Licenses, Registrations**

- Valid state driver's license.
- Accreditation manager and assessor certification or completion of accreditation manager and assessor training (required within one year of appointment).

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to operate, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to *stand* and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include

close vision, distance vision, color vision and peripheral vision.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **Other Qualifications**

Ability to make independent judgments, which have moderate impacts on the organization.

Ability to report to work on time.

Ability to be available for work.

Ability to maintain confidentiality of information.

Ability to apply department policies and procedures in daily operations.

Ability to handle stressful situations.

Ability to make quick decisions in the absence of clearly defined procedures.

Ability to enter, retrieve and analyze computer information accurately.

Ability to effectively meet and deal with the public.

Ability to adjust to changes in the organization.

Ability to be positive in response to management directions.

### **Other Skills and Abilities**

**Tools and equipment used:** Personal computer including word processing software, copy machine, fax machine, and telephone communications.

### **Miscellaneous**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change..

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Common Council Meeting  
 July 6, 2021  
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- EMPLOYEE RECRUITMENT AND RETENTION G.16. Alderman Barber moved to approve the Employee Recruitment and Retention Tool Policy. Seconded by Alderman Dandrea. All voted Aye; motion carried.
- RES. 2021-7749 POST EMPLOYMENT BENEFIT INVESTMENT POLICY G.17. Alderman Barber moved to approve Resolution No. 2021-7749, A RESOLUTION TO AMEND THE INVESTMENT POLICY STATEMENT FOR THE CITY OF FRANKLIN POST EMPLOYMENT BENEFITS TRUST. Seconded by Alderwoman Hanneman. All voted Aye; motion carried.
- MAY 2021 MONTHLY FINANCIAL REPORT G.18. Alderwoman Hanneman moved to receive and place on file the May 2021 Monthly Financial Report. Seconded by Alderman Nelson. All voted Aye; motion carried.
- LICENSES AND PERMITS H. Alderman Nelson moved to approve the following:
- Hold the 2021-2022 Operator License of: Jessica Hogan, for appearance; Brandon Hamilton-Smith for a complete record check; Heather Flores for appearance;
- Grant 2021-2022 Operator License to: Jonah Bertram, Terrance Cantwell, Madeline Gernhauser, Calvin Giese, Shelby Gilbert, Pamela Le Houillier, Julia Martinez, Ann Moehlenpah, Nicholas Nolte, Tyler Okrzesik, William Pengelly IV, Michelle Rocha, Jeffrey Terp, Hayley Toman, Katie Weiss, Michelle Blue, Barbara Davison, Dennis Fons, David Goehring, Gloria Grabarczyk, Miranda Peters;
- Grant Change of Agent to: Milwaukee Burger Company, Ralph Hornaday; Marcus Showtime Cinema, Dawn Majewski;
- Grant 2021-2022 Class B Beer and Class C Wine to: Lover Lane Buffet, Inc., Agent Jingduan Jiang, 6514 S. Lovers Lane Rd.;
- Grant the PUBLIC (People Uniting for the Betterment of Life and Investment in the Community) Grant to the following: Franklin Lioness Club – St Martins Fair, St Martins Fair Permit, Temporary Class B Beer and Wine License, Operator's Permit, September 5, 6, 2021; and
- Grant Extraordinary Entertainment & Special Event License to: Victory of the Lamb, Samantha Goodger, 11120 W Loomis Rd., August 14, 2021, 5:30 pm to 9:00 pm.
- Seconded by Alderwoman Wilhelm. All voted Aye; motion carried.

<p style="text-align: center;"><b>APPROVAL</b></p> <p style="text-align: center;"><i>Slw</i></p>	<p style="text-align: center;"><b>REQUEST FOR COUNCIL ACTION</b></p>	<p style="text-align: center;"><b>MEETING DATE</b></p> <p style="text-align: center;"><b>07/06/2021</b></p>
<p style="text-align: center;"><b>REPORTS &amp; RECOMMENDATIONS</b></p>	<p style="text-align: center;"><b>Approval of an Employee Recruitment and Retention Tool Policy</b></p>	<p style="text-align: center;"><b>ITEM NUMBER</b></p> <p style="text-align: center;"><b>G.16.</b></p>

Below is information relative to and a recommendation regarding the approval of a new 'Employee Recruitment and Retention Tool Policy'.

*This item was considered by the Personnel Committee in March, May, and June of 2021, and recommended for approval on a 7-0 vote at the June 21, 2021 Meeting.*

**BACKGROUND**

With the extremely tight job market, as well as a number of hard to hire positions, there is a need to have more tools available in recruiting and retaining employees. This type of an initiative is becoming more common in the public sector, and something that the City could really use to be more competitive in recruitment and retention efforts.

**ANALYSIS**

Staff, along with the Personnel Committee, has been exploring these initiatives for a number of months, including: talking with the departments that have been experiencing a challenge in recruiting quality candidates to determine the issues encountered, reviewing policies from other employers, and drafting options for the Personnel Committee's review.

While this policy does offer additional compensation and stipends with regard to recruiting employees, the goal is to spend the funds wisely by securing quality employees expediently, reducing overtime paid during vacancies, increasing productivity as employment transitions occur, and reducing the City's turnover costs and time of vacancies.

The tools in this policy require dual authorization to ensure that they are being prudently administered. If approved, the policy will be used judiciously, as needed; and the Personnel Committee will review the use periodically to ensure that it is administered reasonably.

**RECOMMENDATION**

Staff recommends that the Common Council approve the recommended Employee Recruitment and Retention Tool Policy.

**COMMON COUNCIL ACTION REQUESTED**

Motion to approve the Employee Recruitment and Retention Tool Policy.



DRAFT

## **Employee Recruitment and Retention Tool Policy**

### **1 00 *POLICY PURPOSE***

The purpose of this policy is to identify and authorize specific tools and applicable procedures to be used in designated circumstances to attract and/or retain employees, especially in a hard to hire job market and/or for positions that are hard to hire

### **2.00 *ORGANIZATIONS AND PERSONS AFFECTED***

This policy applies to authorized positions in the City of Franklin as detailed herein

### **3 00 *REFERENCES***

None

### **4 00 *POLICY STATEMENT***

The City of Franklin recognizes the importance of maintaining staffing at required levels. As part of this, there are some positions, which when left unfilled, create a substantial issue in maintaining service levels. Therefore, it is the desire of the City to create a policy to provide tools to have available for those specific needs. In addition, the City recognizes the difficulty in attracting quality candidates for positions and desires to use its willing employees in the marketing efforts.

### **5.00 *DEFINITIONS***

To be completed as necessary

**6.00 REFERRAL BONUS – Employee Referral Program**

Offering a referral program to current City employees is a viable recruitment tool that may assist in attracting desirable candidates and subsequently employees. City employees are excellent conduits to desirable candidates as employees know exactly what the City is looking for and are able to tell the City's story better than an advertisement does. This type of marketing is a win-win since employees tend to refer those candidates that they themselves would like to work with.

- 6.01 If a person that has been referred for employment consideration by an existing employee has been hired by the City of Franklin, the employee may be eligible to receive a bonus up to \$1,000
- 6.02 The bonus breaks down as follows
  - A. Up to \$500 after the candidate is hired and serves three months of satisfactory employment.
  - B. Up to \$500 after the referred employee successfully completes his/her probation period
  - C. Amount of bonus will vary based on the difficulty to fill specific positions. The Director of Administration (DOA) will review positions regularly and maintain a schedule to administer the bonus. The DOA may give special consideration, in conjunction with the hiring Department Head, to adjusting the level of bonus allowed for special circumstances, prior to a specific position being posted.
- 6.03 To apply for the bonus, current, eligible employees must be named on the referred candidate's application for employment, and submit an application form to human resources. Submittal of the form shall occur no later than three (3) months after the referred employee's start date
- 6.04 Eligibility: All Franklin employees are eligible to participate in the Employee Referral Program, except: (1) Human Resources personnel and those with hiring authority over the referred candidates, and (2) temporary, seasonal, limited term, or former employees of the City
- 6.05 All referred candidates will be evaluated for employment consistent with the City's policies and procedures. Only those candidates who meet the essential qualifications for the position will be considered
- 6.06 Confidentiality: All information regarding the hiring decision will remain strictly confidential
- 6.07 Any disputes or interpretations of the program will be handled through the Department of Administration.

## 7.00 **SIGN-ON BONUS**

This recruitment tool will be used to assist in securing desirable candidates for hard to hire positions. This tool will be used sparingly, as needed, and each use shall be jointly authorized to ensure it is being prudently administered.

A sign-on bonus may be used as a final boost when a candidate is going back and forth whether to accept the position in hard to hire positions, it may be used when a candidate must purchase work-related items not included in existing compensation, or it may be used as a stipend in cases when relocation is needed.

- 7.01 This bonus will have up to two thresholds: one payment once the employment has begun, and the potential of another threshold after a probation has been successfully completed or at a reasonable amount of time in the future, up to two years after hire, to encourage some longevity. This ensures that the investment the City makes in a new employee is not misused.
- 7.02 The total amount of each bonus may vary, in amounts up to a maximum of \$2,500. It is expected that the maximum amount will be used extremely infrequently, and lower amounts will be used as needed.
- 7.03 All sign-on bonuses will be authorized jointly by the Director of Administration and the hiring Department Head.

## 8.00 **ADVANCED NOTIFICATION OF VOLUNTARY SEPARATION STIPEND**

This recruitment/retention tool will be used to incentivize employees, in certain positions, leaving City service to provide ample notice of departure, above what is required by City Policy, to allow the City to plan, recruit and secure replacement employees for positions that would be detrimental to the City if left open. For example, it may be a position for which a replacement needs to be in place, such as Police and Fire, causing overtime to occur due to the vacancy. Another example would be for positions that are only recruited for during certain times of the year, this may allow a department to plan in advance for the vacancy and secure a replacement in advance of the current employee vacating the position. Another example is a position in which a short-term replacement would only do the absolutely necessary duties, leaving critical duties left undone, causing operational issues in the organization. This scenario may include department head positions. And, the third example, related to the two examples above, is for positions in which it takes an extended period of time to hire, again considering police, fire, and supervisory and higher positions.

This tool will be used sparingly, only as needed, and each use shall be jointly authorized to ensure it is being prudently administered.

This stipend will have multiple thresholds depending on the position and the planning and operational needs of the City, with the stipend being paid, or a higher amount paid, if there is a valuable benefit to the City to do so

8 01 The threshold options are as follows

- A If a 150-day notice is provided, stipend up to \$2,500,  
If a 90-day notice is provided, stipend up to \$2,000, and  
If a 60-day notices is provided, stipend up to \$1,000

It is expected that the maximum amount will be used extremely infrequently, and lower amounts will be used as needed.

8 02 All stipends will be authorized jointly by the Director of Administration and the Mayor

Policy Review Period This Policy shall be reviewed at least every 3 years.  
Established in 2021, next review no later than 2024

# Employee Recruitment & Retention Tool Policy (2021)

## Administrative Review: Policy Concerns & Recommended Discussion Items

The Employee Recruitment & Retention Tool Policy was approved in 2021 in response to extremely competitive labor market and recruitment challenges.

Following administrative review, several portions of the policy warrant discussion and potential revision, particularly the “Advanced Notification of Voluntary Separation Stipend” (“ANS”) provisions.

### Key Policy Concerns

#### 1. ANS Creates Significant Public Perception Concerns

The policy authorizes payments of up to:

- \$2,500 for 150-day notice,
- \$2,000 for 90-day notice, and
- \$1,000 for 60-day notice.

While intended to support operational continuity, the policy can reasonably be perceived by employees, elected officials, taxpayers, and the public as:

- paying employees extra money simply to resign,
- providing bonuses for employees leaving City service,
- or creating unequal treatment among employees.

This creates reputational and transparency concerns, particularly in a public-sector environment.

#### 2. Lack of Objective Eligibility Standards

The policy repeatedly references:

- “certain positions,”
- “hard to hire positions,”
- “special circumstances,”
- and “valuable benefit to the City,”

but does not establish:

- objective eligibility criteria,
- measurable operational thresholds,
- required documentation,
- or defined qualifying positions.

This creates substantial administrative discretion and inconsistent application risk.

# Employee Recruitment & Retention Tool Policy (2021)

## Administrative Review: Policy Concerns & Recommended Discussion Items

### 3. Equity & Fairness Concerns

The policy may create inequities between:

- employees who provide standard notice,
- employees in different departments,
- represented versus non-represented employees,
- and employees in positions not deemed “hard to hire.”

Employees performing equally important work may be treated differently without clearly established standards.

### 4. Potential Morale Concerns

The ANS provision may unintentionally create:

- resentment among existing employees,
- concerns regarding favoritism,
- and perceptions that departing employees are rewarded while remaining employees receive no comparable recognition or incentive.

This is particularly problematic during periods of staffing stress or budget pressure.

### 5. Governance & Approval Concerns

The policy allows certain payments to be jointly authorized administratively by:

- the Director of Administration,
- the Mayor,
- and/or Department Heads.

However, the policy does not require:

- Personnel Committee review,
- Common Council notification,
- reporting requirements,
- annual summaries,
- budgetary tracking,
- or standardized documentation.

This creates governance and accountability concerns for public expenditure.

### 6. Budget & Fiscal Control Concerns

The policy does not establish:

- annual budget caps,
- departmental limits,
- funding source requirements,
- or maximum annual program expenditures.

# Employee Recruitment & Retention Tool Policy (2021)

## Administrative Review: Policy Concerns & Recommended Discussion Items

While each individual payment may appear modest, cumulative use over time could become difficult to monitor or justify without formal reporting requirements.

### 7. Sign-On Bonus Provisions Also Need Clarification

The sign-on bonus section authorizes payments up to \$2,500.

Although sign-on bonuses are more common and generally easier to justify operationally, the policy still lacks:

- objective eligibility standards,
- required labor market justification,
- documentation requirements,
- repayment/claw back provisions if employees leave quickly,
- and formal approval/reporting requirements.

### 8. Referral Bonus Program Is the Least Problematic Portion

The employee referral bonus provisions are generally consistent with practices used by many employers.

However, even this section would benefit from:

- clearer eligibility language,
- standardized bonus schedules,
- budget controls,
- and annual reporting.

### Policy Is Overdue for Review

This Policy shall be reviewed at least every 3 years. However, the policy has not undergone the required review process until now.

### Recommended Committee Discussion Items

Administration recommends the Personnel Committee discuss whether to:

- eliminate the Advanced Notification of Voluntary Separation (ANS) Stipend entirely;
- suspend the policy pending revision;
- retain only referral bonus provisions;
- revise sign-on bonus provisions with tighter controls;
- establish objective eligibility standards;
- require formal documentation and reporting;
- establish annual budget limitations;
- require Personnel Committee or Common Council notification for use;
- add repayment/claw back provisions where appropriate; and/or

# Employee Recruitment & Retention Tool Policy (2021)

## **Administrative Review: Policy Concerns & Recommended Discussion Items**

- incorporate recruitment incentives into broader compensation and workforce planning discussions instead of stand-alone discretionary stipends.

### **Administrative Recommendation**

Administration believes the Advanced Notification of Voluntary Separation (ANS) Stipend section presents the greatest operational, governance, equity, and public perception concerns and warrants significant revision or elimination.

The referral bonus and limited sign-on bonus concepts may remain viable recruitment tools if revised with clearer standards, stronger oversight, and improved administrative controls.

# Operational Reporting Alignment Review

## Employee Handbook & Civil Service Personnel Administration Program Review

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### **Purpose**

At the March 16, 2026, Personnel Committee meeting, the Committee requested that Administration and Human Resources review the City's current operational reporting structure and supervisory alignment based on the Employee Handbook and Civil Service Personnel Administration Program.

This review is intended to provide organizational clarity regarding:

- day-to-day operational supervision,
- administrative implementation responsibilities,
- departmental authority,
- and current operational alignment.

### **Key Handbook Provisions**

#### **Director of Administration**

The Employee Handbook provides that:

“Final interpretation and implementation of any of the policies or rules in this Manual are vested solely with the City of Franklin through the Director of Administration.”

This establishes centralized administrative implementation authority for handbook policies and personnel administration.

#### **Department Heads**

The handbook further states:

“The head of each City department shall act as the authority within their department, under the direction and oversight of the Mayor.”

This reflects:

- departmental operational authority,
- Mayoral oversight,
- and delegated operational management.

#### **Supervisory Personnel**

The handbook also recognizes delegated supervisory authority within departments.

### **Operational Observations**

Based on review of the handbook, Civil Service Program, and current operations:

- The City operates through a combination of elected oversight, departmental authority, administrative implementation, and delegated supervision.
- Day-to-day operational supervision generally occurs through department heads and supervisory personnel.

# Operational Reporting Alignment Review

## Employee Handbook & Civil Service Personnel Administration Program Review

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- The handbook specifically vests final interpretation and implementation authority for handbook policies in the Director of Administration unless otherwise specified.
- As with many municipalities, operational reporting relationships and coordination practices have evolved over time based on operational needs, staffing changes, departmental functions, and administrative practices.

### **General Conclusion**

The Employee Handbook and Civil Service Personnel Administration Program generally support:

- departmental operational authority,
- administrative authority and coordination,
- delegated supervision,
- and Mayoral oversight.

At this time, the review does not identify any immediate conflict requiring urgent amendment to the Employee Handbook or Civil Service Program, though the Committee may consider whether future clarification of organizational reporting relationships would be beneficial.

Current operational practices generally reflect these principles, although some organizational relationships and reporting structures may benefit from additional clarification in the future should the Personnel Committee and Common Council desire further refinement.

### **Potential Future Considerations**

The Committee may wish to consider whether future clarification of organizational reporting relationships, administrative coordination responsibilities, or organizational charts would be beneficial for:

- operational consistency,
- employee understanding,
- accountability,
- and organizational transparency.

Any future revisions would remain subject to Common Council review and approval where applicable.

This review is provided for informational and governance purposes in response to the Personnel Committee's request for review of operational reporting alignment based on the City's existing personnel administration documents.

**ITEM VII**

**Staffing Report: Current Open Positions**

# of Positions	Position Title	Vacancy Date	Vacancy Reason	Employee Group	Status
1	AP Accountant	4/15/2026	Restructure of Staffing	Non-Rep	Posted
1	City Attorney	5/21/2024	Current Attorney transitioning to retire	Non-Rep	Posted
1	Dispatcher/Clerk	2/19/2026	Resignation	Non-Rep	Posted
1	Fire Fighter/Paramedic		Open Applications	Fire Union	Posted
1	Assistant Superintendent		Resignation	Non-Rep	Unfunded until August 2026
1	Parks Maintenance/Foreman	5/7/2026	Retired	Non-Rep	Unfunded until August 2026
2	Police Patrol Officer		Open Applications	Police Union	Unfunded at the moment, will likely be funded within the calendar year