

MINUTES FOR THE VILLAGE OF SHOREWOOD HILLS

PERSONNEL COMMITTEE - DRAFT

Date and Time: Tuesday, December 3, 2024 – 8:00 am

Location: Village Hall/Hybrid

1. **Call to Order:** Chair Carol Barford called the meeting to order at 8:03 am.
2. **Roll Call:** Members present: Chair Carol Barford, Cokie Albrecht, Mary Gulbrandsen, Greg Lampe, Erica Moeser, and Laura Stephenson. Also in attendance were Administrator Brian Mooney and Deputy Clerk Treasurer Chrissy Kahl.
3. **Note Compliance with Open Meetings Law:** Kahl confirmed the meeting was properly posted.
4. **Public Comments** – No members of the public were present.
5. **Approval of Minutes – November 12, 2024:** Gulbrandsen moved, Lampe seconded to approve the minutes with language amendment to item #6. Motion carried.
6. **Report and discussion of personnel issues addressed by the Village Board:** Barford provided that the Village Board approved consent agenda item #6, Village Administrator’s job description. In the Police Department, Corey Johnson was approved as a part-time new hire police officer, he does not need to attend the Academy.
7. **Report on position vacancies:** Barford reviewed the vacancies as follows: The Police Chief position has five candidates who will interview on 12/5/24. The Forester position has three candidates who will interview on 12/9/24.
8. **Discussion of Personnel Manual revision progress:** Barford gave an overview which included Albrecht’s notes (included in meeting packet). Discussion included: possible tuition reimbursement for training relevant to the job and approved by supervisor; verbiage of tuition reimbursement for the manual; for a degree program, create an employee commitment of xyz years or pay back; Barford will look over that section again to bring back to the committee at the next meeting. Barford discovered the League of WI Municipalities Personnel Manual template. She liked this template and may want to use it rather than combining the old and new manuals together. Barford will inquire to see if the template includes or can add automatic updates to labor laws. She is asking the Personnel Committee and Clerk-Treasurer Fitzgerald to review the template and bring feedback to the next meeting.

Stephenson left the meeting at 8:58am

9. **Discussion of future roles of the Personnel Committee:** Gulbrandsen moved, Moeser seconded to table this item. Motion carried.
10. **Closed Session – Please take note that the Personnel Committee may meet in closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes to consider retirement benefits.**

Lampe moved, Moeser seconded to enter into closed session to include Mooney and Kahl. Motion carried.

Roll call vote: Albrecht-Y Barford-Y Gulbrandsen-Y Lampe-Y Moeser-Y

The Personnel Committee entered into closed session at 9:01am

11. **Reconvene to Open Session:**

Lampe moved, Albrecht seconded to reconvene to open session. Motion carried.

Roll call vote: Albrecht-Y Barford-Y Gulbrandsen-Y Lampe- Y Moeser-Y

The Personnel Committee reconvened to open session at 9:26am

a. Possible recommendation to the Administrator and the Village Board on conversion of accumulated leave at retirement from Village employment. No motion was made from the closed session.

12. Future agenda items

a. Personnel Policy Manual

b. Discussion of future roles of the Personnel Committee

c. Review League of WI Municipalities personnel manual template

13. Next Meeting Date: Tuesday, January 7, 2025 – 8:00am

14. Adjourn: Albrecht moved, Lampe seconded to adjourn at 9:29am. Motion carried.

Respectfully submitted by,

Chrissy Kahl
Deputy Clerk Treasurer

PLEASE TAKE NOTICE, that any person who has a qualifying disability as defined by the Americans with Disability Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk, 810 Shorewood Boulevard, or phone 267-2680, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of other governmental bodies of the Village of Shorewood Hills who are not members of the above committee may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above meeting other than the committee identified in the caption of this notice.

Readme / Personnel Committee packet materials for January 7, 2025 meeting

We will discuss several topics related to the Personnel Manual revision:

1. **Sample Employee Handbook** from League of WI Municipalities (LWM). Hard copies are at the Village Hall and the link is:

<https://www.lwm-info.org/DocumentCenter/View/4023/SAMPLE-EE-HANDBOOK---FINAL1?bidId=>

We will continue our discussion about potentially using this document as a template for our new Manual. I've contacted the LWM to ask whether they assist with policy / rule updates; just heard back from Matt Becker there. Yes, the LWM provides updates on rule changes, but they are tuned / attenuated to help the most municipalities without overwhelming them with details. Stafford Rosenbaum will do free handbook reviews as part of their LWM activities! SR will also provide free legal advice regarding Personnel Committees.

2. **Compensatory time.** The current VoSH manual doesn't specify a cap of accumulated comp time. Here is the comp time section from the LWM [handbook template](#) (p.9):

“Compensatory Time: [Only include this section if your organization allows compensatory time]. Non-exempt full-time employees may choose elect compensatory time instead of overtime pay subject to the provisions of this section.

♣ You will receive compensatory time at the rate of 1.5 hours for each 1 hour of overtime worked. No more than [insert maximum hours allowed, making certain to stay within the caps provided by the FLSA] hours of compensatory time may be accumulated in your bank per calendar year. Any overtime hours worked beyond the [# of hours] maximum will be paid as overtime compensation. Similarly, unused compensatory time will be paid out at the end of the calendar year. (Note: The FLSA max is 240 hours except for police, fire and seasonal workers, who can accrue 480 hours, according to 29 CFR Part 553.) (Note: VoSH's current manual says no carry-over without written authorization of Administrator)

♣ Department heads may opt to pay out all or any portion of compensatory time owed to you at their discretion. You may also be paid in full or in part for any compensatory time accumulated upon request.

♣ You must seek permission to use compensatory time from your supervisor. You may use such time within a reasonable period after making the request if use of the time does not unduly disrupt the operations of the department. Likewise, supervisors may require you to use compensatory time within a reasonable period after receiving notice to do so.”

3. **Holiday / premium pay.** Should total compensation for working on holidays be 2.0 or 2.5 times the straight pay rate?

LWM (p. 11): “Whenever it is necessary as determined by the department head or [identify the position] for a non-exempt employee to work on a holiday to continue essential services, compensation for the actual hours worked shall be at the rate of 2.0 times your regular rate of pay. All time off that is accrued because you were required to work on a holiday must be used within the same year or forfeited.”

VoSH (Section 5.02): “Non-exempt employees required to work on a Village holiday receive premium pay at the rate of one and one-half times their regular rate of pay for each hour worked, and in addition are paid for the holiday to a maximum of eight (8) hours for full-time employees and prorated for part-time employees. Employees may elect to take premium time in pay or as compensatory time off.”

3-4. Education benefit. There are several aspects to consider:

- a. Restrict courses to those applicable to the job & approved by supervisor (Administrator?). Must they be college credit-bearing courses?
- b. Restrict reimbursement to a given amount, or as the budget allows? VoSH = up to \$250/semester; \$500/yr.
- c. Limit how many courses / semesters are paid by the Village per employee?
- d. Clawback provision / reimbursement to Village if the employee leaves soon after the course? How long must post-course tenure at Village be?

The current Village policy is quite generous compared to LWM:

LWM (p. 19): *“Job-Related Training: You may be permitted to attend, with pay, work-related meetings, conferences, trainings, institutes, and seminars, and appropriate State of Wisconsin courses or examinations for continued certification related to your position and approved by your department head, provided the costs are included in the approved budget. We will pay you for this time under applicable state and federal laws.”*

VoSH (Section 7.09): *“The Village Board recognizes the value of a better-educated workforce, especially when the education or training enhances the employee’s performance in his or her position.*

Training, such as seminars and conferences, that raise the employee’s specific skill level in their job for the direct benefit of the Village will continue to be paid in full by the Village on a case-by-case basis. These training opportunities must be approved by the Department Heads and Administrator and will be subject to budget constraints. Nothing in this policy should limit the Village from paying only part of the costs of the course, lodging, or meals.

Eligible for reimbursement by the Village are college-level classes from an accredited institution that lead to a degree or certification in a field related to the employee’s job.

For example, courses in Police Science at MATC that are part of the Associate Degree program would be eligible. A criminology course at Edgewood College whose credits would be counted toward a bachelor's degree would also be eligible. Non-degree/certification courses and courses unrelated to the employee's position are not eligible for reimbursement.

The Village will, upon recommendation by the Department Head and the approval of the Administrator, reimburse employees for approved courses on a dollar for dollar matching basis up to \$500 per employee per calendar year. In other words, for a course fee of \$500, the Village will reimburse the employee for \$250 upon proof of payment to the school bursar and upon proof of a grade of at least a 'C' on an ABCDF grade scale. Reimbursement will be paid for a 'pass' grade on a Pass-Fail scale. Reimbursement will be made on the next payroll after final approval or by separate check at the discretion of the Village.

Employees should submit a Request for Educational Reimbursement form to their Department Head prior to course registration if possible. Employees may register and begin courses prior to approval of the reimbursement, but understand that they will be responsible for all costs and fees if the course is not approved for any reason.

Police officers are given an educational incentive: after three years service, a one step increase on the pay grid for a bachelor's degree and another step increase for a master's degree. This increase would be given upon proof of graduation from an accredited institution."

4.5. Clothing / equipment allowance. Our Clerk needs clarity on this subject (i.e. items needed, cost and frequency). The LWM handbook does not have any guidance, only language about appropriate personal appearance at work. It also refers to safety equipment, PPE and clothing only through a separate Safety Handbook / Policy. The FLSA Uniform Act and the OSHA Uniform Law apply to this topic. Read a quick explanation [here](#).

Here is the outcome of edits on the Clintonville policy:

Item	Cost each	Quantity	Frequency	Notes
Summer boots (safety equip)	\$190	1 pair	Per year	DPW and Forestry only
Winter boots (safety equip)	\$245	1 pair	Per 3 years	DPW and Forestry only
Prescription safety glasses (safety equip)	\$380	1 pair	Per year	DPW and Forestry only
Reflective work shirts (hi viz? safety equip)	\$30	5	Per year	DPW and Forestry only
Bibs or work pants	\$160	1	Per year	DPW and Forestry only
Jacket	\$150	1	Per 3 years	DPW and

				Forestry only
Rain gear	\$100	1	Per year	DPW and Forestry only
Shirt or sweater	\$65	2	Per year	Admin only; with VoSH logo
Jacket or cardigan	\$75	1	Per 3 years	Admin only; with VoSH logo

Here is some relevant text from the current VoSH manual (modified by CB):

- (a) Uniforms are required to be worn while on-duty by members (except chiefs) of the Public Works and Forestry Departments, and the Police Department as specified in their union contract. All uniforms are intended for on-duty wear only. Clothing allowances are adjusted from time to time to reflect realistic costs and are approved by the Village Board.
- (b) The Public Works Crew is provided safety glasses and safety shoes, plus an allowance for shirts, trousers, overalls, outer clothing, rain gear and other items required by law.

And here is further relevant text from the “Clintonville” draft:

1. Safety Equipment Reimbursement. *Safety equipment is available (through a clothing allowance) or is issued to regular Village employees. Seasonal and LTE employees are responsible for providing their own appropriate footwear and clothing (we are going to revisit this for the case of summer interns). Head, ear, and eye protection is available from the employees’ supervisor.*

The Village shall pay, either directly or through reimbursement, for safety-related equipment for all full-time employees who are required by the Village to wear them. To receive reimbursement, the employee shall present a payment receipt to the Department Head. All purchases, whether direct with Village funds or requiring reimbursement, must have the pre-approval of the Department Head.

1.1 *In order to be eligible for reimbursement for prescription safety glasses, the employee must have vision insurance, if the Village offers a stand-alone vision insurance policy. Purchase of prescription safety glasses is authorized only once every two years unless a medical provider provides a statement that says the employee’s prescription has changed to such a degree that it would be unsafe to work without new prescription safety glasses. This applies to all departments eligible for this item.*

1.2 *Regular part-time personnel and full-time seasonal personnel may be eligible to receive a prorated portion of the boot allowance based on the estimated hours the employee works in the year. This determination shall be made by the Village Administrator.*

The Village Administrator may make exceptions to the frequency, quantity, or cost in limited circumstances based on the recommendation of the respective Department Head.

and may adjust the annual allowances subject to budgetary approval by the Village Board.

New employees are authorized the full amount regardless of the first date of employment.

5.6. Sick leave conversion. The Village needs to clarify some aspects of its policy. Here is some text from the current VoSH manual, modified by CB:

RESIGNATION AND RETIREMENT

Resignation is voluntary termination of employment initiated by the employee. Retirement is defined as voluntary termination of employment with eligibility for benefits under the Wisconsin Retirement System. If two weeks' notice is given prior to the final day of employment, the employee will be eligible for payment of prorated, accrued vacation, holiday and compensatory time. Thirty days' notice is preferred. No sick leave is paid to an employee during the last two weeks of employment unless illness is verified by a physician. A resigning or retiring employee may be eligible for Wisconsin Retirement Fund benefits and may continue both life and health insurance benefits by completion of the continuation/conversion notices for each insurance and a timely submission to the Department of Employee Trust Funds. Note that conversion of accumulated sick time to future health benefits through this mechanism depends on the employee's participation in the Village's health insurance plan, with fewer conversion opportunities available to those who don't participate. For this reason, employees are advised to consult with the Village Clerk about benefits at least one year before resignation or retirement, if possible. Also note that accumulated sick time cannot be paid out at termination of employment.

AUTOMATIC RESIGNATION

Any employee who is absent from work without reporting for more than three days is considered to have resigned.

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