

Village of Shorewood Hills
Personnel Committee
Approved Meeting Minutes
Wednesday, February 1, 2017 7:00 a.m.

1. **Call to Order** Committee Chairperson John Imes called the meeting to order at 7:05 a.m. Present were Mr. Imes and Committee members Erica Moeser, Mary Gulbrandsen, Amy Neeno-Eckwell, Anne Readel and David Vitse. Paula Hogan was excused. Village Administrator Karl Frantz, Police Chief Dennis Pine, Police Officer Ashley Dostalek, Police/Court Clerk Martha Davis, Department of Public Works crew member Mark Stumpf and Village Clerk Cokie Albrecht were also in attendance
 - a. **Note compliance with open meeting law** Mr. Frantz confirmed the meeting had been properly posted and noticed.

3. **Consider policy change or incremental decision to allow the conversion of sick leave to pay for health insurance premiums when an employee applies for and accepts Long Term Disability Insurance (LTDI) and is terminated from employment** (agenda item taken out of order) Mr. Stumpf's health precludes him from returning to work; he will be terminating his employment with the Village. After reviewing his options, he has determined that participation in the Employee Trust Fund's LTDI program until he is 65 is the best financial choice for him. At that age he intends to switch from LTDI to the WRS retirement program. While on LTDI, Mr. Stumpf would like to use his sick leave balance, until it is exhausted, to pay for health insurance premiums. However the Personnel Policy Manual says that one must retire from the Village to use those sick leave credits. It states:

Only upon retirement may an employee utilize unused accumulated sick leave up to the capped amount to pay for qualified health insurance premiums. These funds may be utilized to pay premiums for health and dental insurance, subject to prevailing Employee Trust Fund rules. "Retirement" means that the employee has retired from the Village under the Wisconsin Retirement System.

Mr. Frantz suggested that the section of the Manual could be reworded to say the ability to use sick leave balances to pay for health care premiums would also be extended to employees who are eligible to retire but instead take LTDI. After discussion, the Committee asked staff to consult with Steve Zach, the Village's counsel on employment matters, to develop a policy that would not create an issue of disparate treatment of employees. The Committee will meet at 7:00 a.m. on Friday, February 17, 2017 to further discuss the matter.

4. **Consider a \$.25 per hour increase for part time police officers** Ms. Moeser moved and Ms. Gulbrandsen seconded a motion to recommend that the Trustees increase the part time police officer wage 25 cents an hour, to take effect after Board action. Motion passed unanimously.

5. **Consider hire of part time police officer** Ms. Moeser moved and Ms. Readel seconded a motion to recommend that the Trustees approve the hire of Michael Steffers as a part time officer. Motion passed unanimously.

2. **Review and possible recommendation regarding revisions to Village leave policies due to medical conditions/work injuries** The Committee discussed Mr. Zach's memo

to Mr. Frantz dated October 27, 2016 regarding the Pregnancy Discrimination Act and Americans with Disabilities Act. In it Mr. Zach recommended that the Village consider the adoption of either of two policies regarding employees who cannot perform their jobs due to medical impairment. The first would provide a leave of absence with the use of the Village's Income Continuation Insurance program. The second would limit the Village's provision of light duty to situations where such work is available. If the Village has no light duty tasks to assign, the employee could use Income Continuation Insurance instead. After discussion, the Committee asked Mr. Frantz to invite Mr. Zach to the meeting on February 17 to address questions about his recommendation. Some concerns include the appearance of disparate treatment of employees and the affect of such a policy on pregnant police officers.

6. **Discussion and possible recommendation on additional recognition programs for Village staff and the Personnel Committee's role** Mr. Frantz asked the Committee members if they felt a system to recognize employees were needed and if so, what it would involve. Some comments: other than the annual Appreciation Dinner, there is currently no formal recognition from the Village; it may be appropriate to recognize an employee on his/her birthday; some Committee members are more comfortable dealing on a personal level with the employees (e.g., in sending condolence cards privately)—an institutionalized response would be awkward; possible to periodically highlight a staff member in the Bulletin, though that may not appeal to some employees who value privacy; recognize the employees on their 5, 10, etc., year anniversary dates; provide in-service training on topics of interest to employees; a feeling that recognition comes from acknowledgment of work well done and wage raises, no additional efforts are needed. The Committee members agreed they would have further conversation about the topic at a future meeting.
7. **Next meeting dates and agenda items** The Committee will meet on Friday, February 17, 2017 at 7:00 a.m.
8. **Adjourn** Meeting adjourned at 8:15 a.m.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk