

PERSONNEL COMMITTEE

Monday, August 1, 2016

6:30 P.M.

**McFarland Municipal Center
Conference Room A**

AGENDA

- 1. Call to order.**
- 2. Motion to approve the draft minutes of the June 6, 2016 Personnel Committee meeting.**
- 3. Discussion and report on merit pay program administered effective July 1, 2016.**
- 4. Discussion on development of a new employee orientation program.**
- 5. Discussion on development of a personnel transaction form.**
- 6. Adjournment.**

- NOTES:** 1) Persons needing special accommodations should call 838-3153 at least 24 hours prior to the meeting.
2) A quorum of the Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. No matters shall be considered nor shall any action be taken by said Village Board members at this meeting.
3) More specific information about agenda items may be obtained by calling 838-3153.

This agenda was posted, or caused to be posted, by my hand on the 28th day of July, 2016 at the following three (3) posting places in the Village of McFarland, to wit: McFarland Municipal Center, 5915 Milwaukee Street; E.D. Locke Public Library, 5920 Milwaukee Street; and the McFarland State Bank, 5990 Highway 51.

Cassandra Suettinger, Clerk/Deputy Treasurer

**VILLAGE OF MCFARLAND
PERSONNEL COMMITTEE**

June 6, 2016

1. Call to order.

President Brad Czebotar called the June 6, 2016 meeting of the Personnel Committee to order at 6:30 p.m. in Conference Room A of the McFarland Municipal Center.

Members present: President Brad Czebotar and Trustee Dan Kolk; citizen members Ken Machtan, Peter Morehouse, and Chris Spanos.

Members absent: None

Staff present: Clerk/Deputy Treasurer Cassandra Suettinger, Finance Director Kelsy Boyd, Detective Mike Klementz, and Police Chief Sherven

2. Motion to approve the draft minutes of the March 7, 2016 Personnel Committee meeting.

Approved as submitted.

3. Discussion and possible recommendation to the Village Board on background checks for potential new Village hires.

Chief Sherven and Detective Klementz gave an overview of the current background check procedure. Currently the Village does a fairly extensive background check on all employees once a conditional offer has been made. This background check includes submittal of driver's license, social security card, birth certificate, auto insurance cards, authorization for release of information, signed certification and penalty statement, signed significant change form, completed personal history questionnaire (currently a 27 page document), high school and college transcriptions, forms DD214 and/or NGB 22 if military veteran, credit report, completed state and federal tax forms, as well as a canvassing of the potential employees neighborhood.

Chief Sherven explained the background and rationale behind the extensive background check, noting public employees are subject to far more scrutiny than private sector employees. He noted the police department is happy to conduct background checks at whichever level the Village expects; however, this different levels and expectations need to be defined.

Detective Klementz noted the current background check process is quite lengthy and can take up to two weeks. Also, when he is assigned a background check, he is not able to do many of the other functions of his job due to degree of time and detail the current process takes.

Finance Director Kelsy Boyd spoke on the cost of these background checks, as well as, the additional time this process can add to hiring a new employee.

The personnel committee agreed not all positions should be subject to this level of scrutiny, and there is a significant financial investment to doing these background checks internally. The proposal included in the packet outlined creating different levels of background checks, and assigning positions to each level. The assigning of the different levels would be based on the

positions degree of access to finances and property within the Village.

The committee noted the changing of background checks does not apply for police, fire, and EMS employees. Those departments will still use their current background check process.

The personnel committee requested Chief Sherven and Detective Klementz meet with Finance Director Kelsy Boyd to provide a recommendation to the Village Board on the different levels of background checks, and criteria for categorizing employment positions accordingly. Additionally, the committee requested additional research be done to explore outsourcing the higher level background checks.

Finance Director Kelsy Boyd requested the neighborhood canvass portion of the background check be omitted for the upcoming Public works utility clerk.

Chief Sherven noted he had no opinion on the request.

The Personnel committee agreed to omit the neighborhood canvass from the background check of the utility clerk.

4. Discussion and possible action to approve an employment application for the Village of McFarland.

The committee reviewed the draft application recommend the following changes:

1. Move the question on page 1 of 6 stating "Have you ever been terminated from employment Yes No" to the end of the work experience section of the application.
2. On page 1 change "completely, truthfully, and accurate as possible," to "completely, truthfully, and *accurately* as possible."
3. When referencing a professional license, additional language on whether the license has been suspended, revoked, or limited.
4. On page 2, change "pending charges or convictions" to "pending charges, *criminal proceedings, arrests*, or convictions.
5. Put "to be completed by Village staff only" section on a different piece of paper for tracking internally.

Motion by Czebotar, seconded by Machtan, to recommend approval of the employment application for the Village of McFarland, excluding the Police Department and Fire & Rescue department, with the changes noted. Motion carries 5-0 by acclamation.

5. Review of EMT (AFSCME) contract for 2016-2017.

Czebotar provided an overview of the changes made to the EMT (AFSCME) contract for 2016-2017.

6. Review of Police contract for 2016-2017.

Czebotar provided an overview of the changes made to the police contract for 2016-2017

7. Discussion and possible recommendation to the Village Board on non-represented police employee's WRS contributions and offsetting salary increases.

Czebotar noted represented police employees received increases to offset required WRS contributions. The non-represented police employees have not been provided the same increase to offset the WRS required contribution costs. This will be cost-neutral except for the additional FICA costs.

Motion by Czebotar, seconded by Machtan, to move to recommend to the Village Board that the non-represented police employees who contribute to WRS receive an offsetting increase effective July 1, 2016 for the full amount of 6.6%.

This will result in an additional FICA cost of \$742. The committee also directed staff to contact the labor attorney about specifications on whether the non-represented employees will need to enter into an agreement for the additional WRS contributions.

8. Discussion on position needs in administrative office and public works department.

Finance Director Boyd provided an overview of the staffing currently be utilized to fill vacant positions in the administrative office. She noted the document in the packet is just an outline of how the administrative office is currently functioning. The plan is to assess the needs of the administrative office with new Clerk Cassandra Suettinger in the coming months, and bring a proposal back to the committee in September.

9. Adjournment.

Motion by Czebotar, seconded by Moorehouse, and carried 5-0 by acclamation to adjourn the meeting at 7:57 p.m.

**Respectfully submitted,
Cassandra Suettinger
Clerk/Deputy Treasurer**

PERSONNEL TRANSACTION FORM

Personal Data:

Employee Name: _____

Position Title: _____

Job Action:

Appointment	Reassignment	Reclassification	Pay Rate change
Promotion	Leave of Absence	Acting Assignment	Other

Describe Action Below:

Effective Date: _____

Authorizing Signature: _____

EMPLOYEE STATUS FORM

Employee No.	Date of Hire	Department			
Name (Last, First)			Phone Number		
Address		City	State	Zip	
NEW HIRE ONLY	Title	Status	Hourly Rate	Annual Salary	Effective Date
Reason for Status Change:			<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Union		
Wage / Salary Review			Change Effective		
<input type="checkbox"/> New Hire Review <input type="checkbox"/> Merit: <input type="checkbox"/> Promotion <input type="checkbox"/> - Education Achievement <input type="checkbox"/> Reclassification <input type="checkbox"/> COLA: <input type="checkbox"/> Bonus <input type="checkbox"/> Other: _____			Date: _____		
CHANGE ONLY	Title	Status	Hourly Rate	Annual Salary	Effective Date
<u>Leave of absence</u> Leave to Begin (last day worked): _____ Returned from leave date(first day worked): _____ Reason for Leave: <input type="checkbox"/> Disability – work related <input type="checkbox"/> Disability – non work related <input type="checkbox"/> Military <input type="checkbox"/> Educational <input type="checkbox"/> Family Leave			<u>Layoff –Temporary*</u> Effective Date: _____ Return Date: _____		
<u>Separation</u> Effective Date: _____ <input type="checkbox"/> Voluntary <input type="checkbox"/> Layoff* <input type="checkbox"/> Retirement <input type="checkbox"/> Release* <input type="checkbox"/> Discharge			<u>Payroll Instructions</u> <input type="checkbox"/> Vacation Pay _____ <input type="checkbox"/> Other Pay _____		
<u>*Comments and Details</u> _____ _____					

Approved:
 Village Administrator: _____ Date: _____

 Dept. Manager/Supervisor: _____ Date: _____

 Employee: _____ Date: _____