

PERSONNEL COMMITTEE
February 18, 2014

A meeting of the Personnel Committee was called to order by Vice-Chairperson Fett at 5:17 pm in the Council Chambers. Roll call: Members Fett and Vandertie were present. Also present: Mayor Birmingham, Ald. Schlicht, City Administrator McNeil, City Clerk/Human Resources Director Reinhardt, other Department Heads, and City staff. Ald. Stutting arrived at 5:27p.m.

Fett/Vandertie to adopt the following agenda moving item 4 ahead of item 3:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Re-Instatement of Sergeant Investigator Position.
4. Consideration of: Extension of Six Month Residency Requirement.
5. Consideration of: Personnel Policies/Employee Handbook change.
6. Adjourn.

Carried.

Police Officer Neil Dorner has requested an extension to residency until May 1, 2014 or until the apartment that he would like to rent is constructed. Discussion took place regarding the request. Vandertie/Fett to recommend to the Common Council to grant the residency extension for Police Officer Neil Dorner until May 1, 2014 or until such time when the apartment building is completed and ready for occupancy. Carried.

Captain Brinkman introduced the request to reinstate the Sergeant Investigator position in the Police Department. It was clarified that they are not asking for additional officers in 2014 or 2015. The variety of the crimes substantiates the need for the position in addition to the complexity and time necessary to solve certain crimes. The request includes \$4,728.60 which was budgeted for in 2014 and is associated with the organizational change for promoting a patrol officer to Patrol Sergeant. Further discussion took place regarding the current role of Investigator Henry's position and that the bulk of his time is overseeing patrol operations, training, clearing reports, and being the department liaison with the government center.

Stutting/Fett to recommend to the Common Council to approve the assignment of the current City of Sturgeon Bay Police Sergeant to investigative duties and the assignment of Patrol Supervisor duties to an existing patrol officer. Carried.

A change to the Personnel Policies/Employee Handbook was presented. A question arose after the adoption of the original Handbook regarding call in time verses scheduled time. In order to make this distinction more clearly in the Handbook, staff recommends adding language regarding "Scheduled Time." Fett/Vandertie to recommend to the Common Council to include the following language in the Personnel Policies/Employee Handbook: SCHEDULED TIME - If employee is notified by 8 pm on the day prior, of the need to work the following day, this will be paid as straight time. Schedule time will be paid as straight time unless 40 hours have been worked, at which time hours will be paid at time and one half. Carried.

Moved by Stutting, seconded by Fett to adjourn. Carried. The meeting adjourned at 5:55 p.m.

Respectfully submitted,

Stephanie L. Reinhardt
City Clerk/Human Resources Director