



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
November 11, 2014

Committee #2 met on Tuesday, November 11, 2014 at 3:00 PM in the Basement Auditorium, City Hall, 30 West Central Street, Chippewa Falls, WI.

Council/Committee Members present: Amy Mason, Chuck Hull, George Adrian, Mayor Hoffman.
Others present: Finance Manager/Treasurer Lynne Bauer, City Clerk Bridget Givens, Public Works Director/City Engineer/Public Utilities Manager Rick Rubenzer, Parks & Recreation Director Dick Hebert.

Call to Order: 3:03 PM

Items of business to be discussed or acted upon at this meeting are shown on the attached agenda below:

1. **Review draft of employee handbook. Possible recommendations to the Council.**
The Committee discussed the draft of the employee handbook. It was noted that multiple sessions addressing various sections of the handbook will be needed. During this process, employee input will be gathered. Sections reviewed included hours of work; lunch periods; FMLA; sick notification; sick and vacation time (which led to a discussion of paid time off); grievance procedure; and minor word changes. Additional information will be gathered and discussed at the next committee meeting.

No action taken.

2. **Adjournment**
Motion by Mason/Hull to adjourn at 3:56 PM. All present voted aye. Motion carried.

**Minutes submitted by,
Amy Mason, Vice-Chair**