



Minutes
Committee #2
Labor Negotiations, Personnel Policy & Administration
September 19, 2011

Committee #2 met on Monday, September 19, 2011 at 8:30 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Attendees: CW King, Brian Flynn, Chuck Hull, George Adrian, Jane Lardahl, Finance Mgr./Treasurer Lynne Bauer, Public Works Director/Utility Manager Rick Rubenzer.

Call to Order: 08:30 AM

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

- 1. Update on Engineering Secretary hiring process and discuss request to extend temporary clerical situation until position is filled. Possible recommendations to the Council.**

City Engineer/Public Works Director Rick Rubenzer asked for permission to extend the temporary clerical situation set to expire on September 30 until the position is filled. The deadline for applications is September 26 and the interview process will begin after that. It is anticipated the position could be filled by the end of October.

Motion by Flynn/Hull to recommend extending the temporary clerical situation in the Engineering Department until the position is filled. **All present voted aye, motion carried.**

- 2. Discuss policy and resolution relating to grievance procedure. Possible recommendations to the Council.**

Finance Mgr./Treasurer Lynne Bauer stated that due to recently enacted Act 10 and State Statutes, the City needs to adopt a grievance procedure for employees not covered by a contract with such language. Management employees (and a few temporary/part-time employees) currently do not have a contract that contains this procedure. The Committee reviewed the procedure (attached) and decided that "Impartial Hearing Officer" should read "Hearing Officer". Ms. Bauer indicated this policy will be amended and a new handbook created to accommodate all employees at the time their contracts run out at the end of 2012.

Motion by Hull/Flynn to recommend adoption of the grievance procedure with amendments as discussed. **All present voted aye, motion carried.**

- 3. Adjournment**
Motion by Flynn/Hull to adjourn at 8:48 AM. **All present voting aye; option carried.**

Minutes submitted by,
CW King, Chairman