



Minutes
Committee #2
Labor Negotiations, Personnel Policy & Administration
May 14, 2012

Committee #2 met on Monday, May 14, 2012 at 7:30 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Attendees: CW King, Brian Flynn, Jane Lardahl, George Adrian, Mayor Greg Hoffman, Finance Manager/Treasurer Lynne Bauer, Parks & Recreation Director Dick Hebert, Battalion Chief Jon Taylor, Lieutenant Mike Hepfler, Fiscal Clerk I Heather Mosher.

Call to Order: 7:30 AM

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

1. Discuss amendments to the retirement option from National Insurance Services. Possible recommendations to the Council.

Last year the Committee approved a request from the Fire Department Management personnel to put their accumulated sick and vacation payouts at the time of retirement into an account established by National Insurance Services. These funds were to be used for premium costs after retirement. They are now requesting an amendment to the plan documents to include other payout monies such as holiday, overtime, etc. be deposited into this account and to allow the monies to be used for all eligible expenses and not just premiums. In speaking with National Insurance Services Representative Ken Zastrow this amendment is possible as long as the employees are not in the top 25% of paid employees which could create discrimination issues. As Fire Chief Tom Larson does fall into that category, he will have to be left in the premium only category and the others can qualify for the broader category. It was noted that at some point this benefit could be offered to other employees and that appropriate categories would be addressed at that time.

Motion by Flynn/King to recommend the City Council approve the amendments to the retirement plan to allow additional final payout monies to be contributed to this account and to allow the eligible Fire Department Management Personnel Group to expand their reimbursement category to include all eligible expenses instead of just premium only expenses. **All present voted aye, motion carried.**

2. Discuss Parks & Recreation office needs including a request to fill a vacancy due to an upcoming retirement and the potential need for seasonal office help. Possible recommendations to the Council.

Parks & Recreation Director Dick Hebert requested permission to fill the department secretary position that will be vacant due to an upcoming retirement. The Committee informed Mr. Hebert they would like to have the Park Board discuss this before making a recommendation. The Committee expects that the position be reviewed and that department needs be assessed.

No action taken.

3. Preliminary discussion regarding personnel handbook issues and process. Possible recommendations to the Council.

Finance Manager/Treasurer Bauer indicated preliminary information has been gathered for the new employee handbook that will supersede the AFSCME Union contracts effective January 1, 2013. She explained the new handbook will be a compilation of the current employee handbook and Union contracts. In addition, the Committee would like to gather suggestions and feedback from employees. The City's Labor Attorney, Steve Weld, and his firm will be assisting in the process and making recommendations on various policies and procedures. An index of topics and appropriate policy language will be presented to the Committee for discussion and approval.

No action taken.

4. Adjournment

Motion by Flynn/King to adjourn at 7:48 AM. All present voting aye, motion carried.

**Minutes submitted by,
CW King, Chair**