

**CITY OF FRANKLIN  
PERSONNEL COMMITTEE MEETING  
FRANKLIN CITY HALL, HEARING ROOM  
9229 W. Loomis Road, Franklin, WI 53132  
Monday, July 17<sup>th</sup>, 2023 – 6:00 p.m.**

**AGENDA**

- I. Call to Order, Roll Call, and Pledge of Allegiance
- II. Welcome to New Members and Introductions
- III. Citizen Comment Period
- IV. Approval of the Minutes from 6/19/2023
- V. Election of Officers
- VI. Adjustment of Sick Leave and Holiday Benefits for the Fire Battalion Chiefs to more closely align with benefit changes for the Fire Union Members
- VII. Strategy for Updating Classification and Compensation Study
- VIII. Department of Administration Updates
- IX. Staffing Report
- X. Next Scheduled Meeting Date – August 21st, 2023
- XI. Adjournment

\*Notice is given that a majority of members of the Common Council of the municipality are expected to attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Common Council per *States ex re Badke v Greendale Village Bd* even though the Common Council will not take formal action at this meeting.

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**CITY OF FRANKLIN  
PERSONNEL COMMITTEE MEETING  
FRANKLIN CITY HALL HEARING ROOM  
9229 W. Loomis Rd., Franklin, Wisconsin  
6:00 p.m., June 19th, 2023**

**MINUTES**

- I. The June 19th, 2023 Personnel Committee Meeting was called to order at 6:00 p.m. by Chair Wikel in the Hearing Room at City Hall. Members present were Chair Wikel, Alderman Barber, Traynor, Budny, and Prusko. Alderman Hasan, Alderman Holpfer, and Member Emmons were absent. Also in attendance were Director of Administration Hersh, Human Resources Manager Zahn and Police Chief Oliva.
- II. Welcome to New Members and Introductions
- III. Citizen comment period  
There were no comments during the citizen comment period.
- IV. Approval of the Minutes from 3/20/2023  
Motion by Alderman Barber and seconded by Member Traynor to approve the minutes from 3/20/2023 as written. Motion Carried: Ayes- All.
- V. Request for the Police Department to add One Police Officer Position Over Authorized Strength from 8/1/2023 through 12/31/2023  
Motion by Alderman Barber and seconded by Member Budny to recommend approval and send to Common Council for approval. Motion Carried: Ayes – All.
- VI. Department of Administration Updates  
Item was by-passed and info not provided.
- VII. Discussion regarding potential upcoming Human Resources projects (no action to be taken)  
Discussion was held. No action taken.
- VIII. Staffing Report  
Information was provided but no action was needed.
- IX. Next Meeting Date  
The next regularly scheduled meeting is planned for July 17<sup>th</sup>, 2023.
- X. Adjournment  
Motion by Member Traynor and seconded by Member Prusko to adjourn the Personnel Committee meeting at 7:11 p.m. Motion carried: Ayes-All.



Date: 7/12/2023

To: Personnel Committee Members

From: Dana Zahn, Human Resources Manager

RE: Adjustment to Sick Leave and Holiday Benefits for Fire Battalion Chiefs

During two of our past contract negotiations with the Franklin Fire Union benefits regarding sick leave and holidays were adjusted. It was always the City's intention to adjust the Battalion Chief's benefits accordingly, but this has not yet been done.

**Sick Leave Benefit:**

Benefited City employees earn 1 sick day per month. For most employees this is 8 hours per month. For Fire Union employees, and Battalion Chiefs, this benefit was 24 hours per month, as they work a 24-hour shift. However, they are only scheduled approximately 10 days per month, whereas most employees work about 21 days per month. Thus the Fire benefit was approximately twice the value of the benefit received by other City employees.

During negotiations for the 2013-2015 Fire Labor Agreement, it was agreed to cut the sick leave benefit in half, and union membership has received 12 hours of sick leave per month since 1/1/2013.

I would propose making the same adjustment for the Battalion Chiefs, effective 1/1/2024. The following changes would be incorporated into the Employee Handbook Sick Leave language:

Extended-term employees shall not be entitled to use sick leave until they have been employed continuously for at least six (6) months, and have successfully completed a standard introductory period. Sick leave shall accrue at the rate of eight (8) hours for each calendar month of service for extended-term full-time employees. ~~Similarly,~~ Fire Department command staff that work a 24-hour shift will accrue paid sick leave at the rate of 1/2 working day (12 hours) for each full month of service. Supervisory and management employees do not have a maximum accumulation of sick leave. A full month of service shall refer to any month in which an employee receives pay for at least ~~the ten~~ (10) days. For Fire Command staff that work a 24-hour shift a full month of service shall refer to any month in which the employee receives pay for at least five (5) days.

## **Holiday Benefit:**

Similarly, the Fire Union members and the Battalion Chiefs receive a holiday benefit that is about twice the value of that of other employees. (Fire Union employees receive 13 holidays. Based on working approximately 122 days/year they receive holiday pay for 10.66% of their work shifts. Battalion Chiefs receive 14 holidays which equal 11.5% of their work shifts. Most non-represented employees receive 14 holidays. Based on the normal 260 working days per year, they receive holiday pay for only 5.38% of their work shifts.)

The Fire Department attempted to reduce these holidays to help reduce the amount of overtime needed to cover all of these absences and improve staffing levels. Although the number of holidays were not able to be reduced, we did reduce the amount of overtime necessary to fill some of these shifts. In the last negotiations, for the 2021 – 2023 labor agreement, it was agreed to require some of the holidays to be paid out. This was originally 2 holidays that would be paid out. It has now moved to 3 holidays and that number will carry forward. All Fire Union employees are paid out for 3 holidays at the beginning of the year. That reduces the number of personnel that are off work and we don't have to backfill the position by paying overtime. In addition, employees can sell back additional holidays if they so choose.

The intent was to also have this same provision become effective for the Battalion Chiefs. I would recommend making this effective 1/1/24, and propose adding the following language to the Vacation section in the Employee Handbook:

Beginning 1/1/24, Fire Command Staff that work a 24-hour shift will be paid out for at least three (3) of the stated holidays (not personal days) rather than receiving time off for said holidays and they may use the remaining stated holidays off with pay. Employees may request to receive more than three holidays and their personal days as pay rather than taking the holidays and personal days as time off, up to the maximum number of holidays earned. The stated holidays required to be taken in pay shall be paid on the first full pay period in January. All remaining unscheduled/unused holidays as of 11/15 of each year will be paid out on the first pay period of December each year.

**Recommended Motion: Motion to recommend to Common Council the implementation of the above two benefit changes for the Battalion Chiefs effective 1/1/2024 and authorization to insert the above recommended language changes into the Employee Handbook.**

# Staffing Report Data as of June 15th, 2023

Open Positions					
Number of Positions	Title	Date of Vacancy	Reason for Vacancy	Employee Group	Status
1	Firefighter/ Paramedic	6/19/2023	Resignation	Fire Union	Applications are being accepted and a couple applicants have already been interviewed
1	Administrative Assistant	12/8/2022	Resignation	Non-Rep	A new employee is scheduled to start on approximately 7/31/23
3	Dispatcher	1/3/24, and 1/3/24	Resignation and 2 Retirements	Non-Rep	We are currently in the testing and interview process of creating a hiring list
1	Building Inspector	10/1/2021	Resignation	Non-Rep	A new employee is scheduled to start on 7/31/23
3	Sewer & Water Tech	4/3/2023, 8/1/23, and 8/1/23	2 Retirements & 1 Promotont	Non-Rep	One long term employee retired 4/3/23 and another indicated that he will retire 8/1/23. Another current employee has accepted a promotion to the position of Police Officer. The position is currently posted to accept applications

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