

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL, HEARING ROOM
9229 W. Loomis Road, Franklin, WI 53132
Monday, November 21st, 2022 – 6:00 p.m.**

AGENDA

- I. Call to Order, Roll Call, and Pledge of Allegiance
- II. Citizen Comment Period
- III. Approval of the Minutes from 10/17/2022
- IV. Director of Administration Recap on 2023 Benefit Renewals
- V. Consideration of Aligning Benefits within the Non-Represented Employee Group
 - a. Retiree Health Insurance Benefit – 3 Motions, see attached
 - b. Vacation Benefits – 2 Motions, see attached
 - c. Method of Accruing Vacation – 1 Motion, see attached
- VI. Staffing Report
- VII. Next Meeting Date – December 19th, 2022
 - a. Approval of a Community Service Officer Job Description
 - b. Discussion Regarding Potential Changes to the Sick Leave Incentive/Severance Pay Policy & Consideration of a Paid Time Off (PTO) Policy
 - c. Approval of an Intern Job Description
 - d. Discussion regarding Military Pay Differential Policy
- VIII. 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.

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL HEARING ROOM
9229 W. Loomis Rd., Franklin, Wisconsin
6:00 p.m. October 17th, 2022**

MINUTES

- I. The October 17th, 2022 Personnel Committee Meeting was called to order at 6:00 p.m. by Vice-Chair Barber in the Hearing Room at City Hall. Members present were Alderman Barber, Traynor, Budny, Emmons, Alderman Nelson and Alderman Holpfer (left between items V and VI). Also in attendance were Director of Administration Steeno and Human Resources Manager Zahn.

- II. Citizen comment period

There were no comments during the citizen comment period.

- III. Welcome to New Member Saralyn Emmons

No Action Needed

- IV. Approval of the Minutes from 8/15/22

Motion by Member Traynor and seconded by Alderman Holpfer to approve the minutes from 8/15/22 as written. Motion Carried: Ayes- All.

- V. 2023 Benefit Renewals - Approval of 2023 Employee Benefit-Related Coverages, Carriers, and Premium Shares, Including: Health Insurance, Wellness, Health and Wellness Supplementary Programs, and Dental Insurance, and Related Contracts

Motion by Alderman Nelson to suspend the rules to allow comments from the audience. All members approved. Motion by Alderman Nelson and seconded by Alderman Holpfer to return back to normal rules. Motion Carried: Ayes – All.

Motion by Member Traynor and seconded by Alderman Holpfer to recommend to the Common Council approval of the 2023 employee benefit-related coverages, carriers, and premium shares, as outlined, including: health insurance, wellness, health and wellness supplementary programs , and dental insurance. Motion Carried: Ayes – All.

- VI. Consideration of Aligning Benefits within the Non-Represented Employee Group

Motion by Member Traynor and seconded by Member Emmons to move this item to the November meeting. Motion Carried: Ayes - All.

- VII. Discussion Regarding Potential Changes to the Sick Leave Incentive/Severance Pay Policy & Consideration of a Paid Time Off (PTO) Policy

Motion by Alderman Nelson and seconded by Member Traynor to carry over this item. Motion Carried: Ayes – All.

VIII. Request from the Police Sergeants to Change Maximum Accruals for Comp Time from 110 to 200 Hours

Motion by Alderman Nelson and seconded by Member Budny to suspend the rules to allow comments from the audience. Motion Carried: Ayes – All.

Motion by Alderman Nelson and seconded by Member Emmons to recommend to the Common Council the approval to raise the maximum level of compensatory time balances to 200 hours to mirror the benefits of officers. Motion Failed: 2 Ayes (Nelson, Emmons), 3 Noes (Traynor, Budny, Barber).

IX. Staffing Report

Information was provided but no action was needed.

X. Next Meeting Date

The next regularly scheduled meeting is planned for November 21st, 2022.

XI. Adjournment

Motion by Member Emmons and seconded by Alderman Nelson to adjourn the Personnel Committee meeting at 7:11 p.m. Motion carried: Ayes-All.

Item V.

The following changes are being recommended to align benefits, where possible, for all non-represented employees as was committed to when the existing classification and compensation plan was implemented in late 2015. Each suggested motion, along with an explanation and impact, is detailed below.

A. RETIREE HEALTH INSURANCE BENEFIT

- 1. Motion, effective as of 1/1/2023, to recommend to Council to update the retiree health insurance benefit for Dispatchers, changing the employer subsidy from '75% of the insurance premium rate in effect in 2005' to '75% of the insurance premium rate in effect at the time of retirement', for those employees who meet the established eligibility requirements, to be aligned with all other non-represented employees.***

Description: Dispatchers currently have a retiree insurance benefit that varies from the benefit available to other non-represented employees. With the implementation of the classification and compensation plan implemented in 2015, the alignment of benefits was supposed to follow the alignment of the pay scale for all non-represented employees but has not yet occurred.

Who is affected: All current and future Dispatchers will be affected by this change. Currently, there are 11 out of 14 employees that may be impacted, as well as any future Dispatchers who achieve at least 20 years of service and retire between age 62 and 65.

Impact: There is a cost impact to this change; details were discussed at the 8/15/2022 Meeting and will be confirmed at the 11/21/2022 Meeting.

- 2. Motion, effective as of 1/1/2023, to recommend to Council to implement the same retiree health insurance benefit for those current non-represented employees who previously belonged to the Teamsters and AFSCME union groups as all other non-represented employees except Public Works Employees; this benefit, with the City paying for 75% of the retiree insurance premium rate in effect at the time of retirement, is to be afforded to those with at least 20-years of service with the City of Franklin, who retire between the ages of 62 and 65, with the City paid subsidy ending at age 65, to be aligned with all other non-represented employees except Public works Employees.***

Description: Current non-represented employees that previously belonged to the Teamsters and AFSCME union groups were not granted retiree insurance. Dispatchers currently have a retiree insurance benefit that varies from the benefit that other non-represented employees are afforded. With the implementation of the classification and compensation plan implemented in 2015, the alignment of benefits was supposed to follow the alignment of the pay scale for all non-represented employees but never did.

Impact: There is a cost impact to this change; details were discussed at the 8/15/2022 Meeting and will be confirmed at the 11/21/2022 Meeting.

Who is affected: All current and future non-represented employees whose positions were previously included in the Teamsters or AFSCME union groups will be affected by this change. Currently, there 13 employees, out of 19 positions who may be impacted, as well as any future employees in these positions who achieve 20 years of service and retire between age 62 and 65.

- 3. Motion, effective as of 1/1/2023, to recommend to Council to update the retiree health insurance benefit for Public Works employees, changing the eligibility for the benefit from 'age 60 and 15 years of service' to 'age 60 and 20 years of service', to align the years of service needed with all other non-represented employees, AND grandfather in the existing employees to allow them to remain at the 15 years of service so that they will not be negatively affected during the transition.***

Description: Public Works employees currently need only 15 years of service to be eligible for the benefit, which is different than all other non-represented employees. The goal is to align this requisite number of years of services across all non-represented employees. Note, though, that the benefit period for Public Works employees is recommended to remain at age 60 up to age 65 due to the nature of the work completed by Public Works employees compared to all other non-represented employees.

Who is affected: Only future Public Works employees who are not yet employed by the City.

Impact: There is no immediate impact due to the grandfathering in of the existing employees, but a long-term affect for all future Public Works employees.

B. VACATION BENEFIT

- 1. Motion, effective as of 1/1/2023, to recommend to Council to award current and future Public Works Employees their third week of vacation after 'five years of service' rather than after 'six years of service' to align the benefit with all other non-represented employees.***

Description: Public works employees currently receive their third week of vacation, per the vacation benefit schedule, which is one year later than all other non-represented employees. This is a carryover from prior union agreements and needs to be updated to align non-represented benefits.

Who is affected: All current and future Public Works employees.

Impact: The impact of this change is minimal as it affects productivity for only one year, between five years of services and six years of service, and has a monetary effect only in the case of a vacation payout if employee separates during that same time frame.

- 2. Motion, effective as of 1/1/2023, to recommend to Council to award current and future Dispatchers their fourth week of vacation after 'twelve years of service' rather than after 'thirteen years of service' to align the benefit with all other non-represented employees.***

Description: Dispatchers currently receive their fourth week of vacation, per the vacation benefit schedule, which is one year later than all other non-represented employees. This is a carryover from prior union agreements and needs to be updated to align non-represented benefits.

Who is affected: All current and future Dispatchers.

Impact: The impact of this change is minimal as it affects productivity for only one year, between twelve years of services and thirteen years of service, and has a monetary effect only in the case of a vacation payout if employee separates during that same time frame.

C. METHOD OF ACCRUING VACATION

1. ***Motion, effective as of 1/1/2023, to recommend to Council to change the accrual method for Dispatchers to accrue vacation, depending on annual allocation, on a per pay period basis, as other non-represented employees, rather than on an annual basis, including a transition period for existing employees so that they will not be negatively affected during the transition.***

Description: Currently Dispatchers are provided their vacation allotment only after one year of service, and in January rather than on an as-earned basis, but are required to pay back any vacation hours used over what is earned, if the employee separates from the City before actually earning the time off throughout the year. Switching this method to an accrual basis would align the accrual method with all other non-represented employees, ensure that Dispatchers always know exactly what their vacation balance is, ensure that Dispatchers would not have to pay back any vacation used but not earned in the case of a separation, and the administration of this benefit will be streamlined. The Dispatchers' supervisors will still approve the usage of the benefit to ensure proper staffing, so the change will not negatively affect operations.

Who is affected: All current and future Dispatchers. Note that existing employees would have a transition period so as not to be negatively affected.

Impact: There will not be any cost or operational impact with this change.

D. HOLIDAY/PERSONAL HOLIDAY BENEFITS

1. ***No suggested motion at this time.***

Staff is working through all of the current non-represented differences in stated holidays and personal holiday and will bring a recommendation forward to better align these benefits among all non-represented employees in the near future.

* Public Works Employees includes Water & Sewer Employees throughout this document

Staffing Report Data as of November 17th, 2022

Open Positions					
Number of Positions	Title	Date of Vacancy	Reason for Vacancy	Employee Group	Status
5	Police Patrol Officers	1 in March, 1 April, 1 May, 1 in September, 1 in October	4 Retirements, 1 Termination	Police Union	We currently have 5 open positions with 2 more positions opening up in November and December. We also have at least 3 expected retirements in the next few months. We currently have 8 applicants going thru background checks. We have 8-10 additional applicants that still need to be interviewed.
1	Laborer	1/1/2022	New position instead of summer help	Non-Rep	This position has been filled with the applicant scheduled to start on 11/21/22
1	Director of Clerk Services	Approx 11/1/22	Retirement	Non-Rep	Sandi Wesolowski has decided to retire after 37 years of employment. Karen Kastenson started on 11/14/22. Sandi is continuing to work until 12/2 to help train Karen.
1	Building Inspector	10/1/2021	Resignation	Non-Rep	We are currently interviewing for the position of Director of Inspection Services due to his planned upcoming retirement. We will consider the need for the replacement Inspector after the new Director is on board.
1	Planning Manager	7/22/2022	Resignation	Non-Rep	Heath Eddy resigned to take a promotional position as City Administrator in another community. We continue to accept resumes for this position.
1	Heavy Equipment Operator	9/1/2022	Resignation	Non-Rep	1 of our Heavy Equipment Operators was lured by to his former employer with a pay increase. We are currently interviewing to fill this position.
1	Light Equipment Operator	10/28/2022	Resignation	Non-Rep	1 Light Equipment Operator recently left to take a head mechanic position. We have interviews scheduled to fill this position.
1	Library Shelver		Retirement	Non-Rep	Several Library Assistants have retired over the last year. The Library has decided to fill one position again and applications were accepted until 11/21.
1	Comm Fire Prevention Specialist	11/16/2022	Resignation	Non-Rep	The shared CFPS (Fire Inspector) with Oak Creek resigned.
1	Mechanic	12/1/2022	Retirement	Non-Rep	Steve Miller has submitted his notice of retirement.
1	Accountant	8/3/2020	Retirement	Non-Rep	Greg Wnuk retired. It was decided not to fill the position until after the new Finance Director could determine the needs of the department.