

CITY OF KEWAUNEE PERSONNEL COMMITTEE
Kewaunee Municipal Building, 401 Fifth Street
TUESDAY, SEPTEMBER 20, 2022 – 4:30 P.M.

1. Call to Order & Roll Call
 2. Review and Update Ordinance on Separation of Clerk/Treasurer and Administrator Positions Follow-up by Jo Ann
 3. Street Laborer/Compensation—Discussion would be on considering adjusting the starting rate upward for that position and for the asst. wastewater operator position. FYI: current start rate for Street Laborer is \$18/hour with \$0.50/hour increasing every six months
 4. Discussion of Augie's Time Sheets and Coordination of Time-off Compensation— Heath
 5. Review, Prioritize, and Assign Action Items for Personnel Committee
- Determine if Municipal Code for Hiring conflicts with the Personnel Policy. Make revisions to resolve conflicting policies.
 - Understand how sick leave/hours and vacation hours/balance is currently being tracked. How does the committee get visibility? Could a quarterly report be developed? Can time sheets be electronic and keep track of sick leave and vacation hours with our new financial system? Is there a module for this functionality? Would it require further investment?
 - Review and clarify sick leave and vacation payout policy when an employee retires.
 - Review and clarify policy for vacation carry over at end of year.
 - Reestablish performance review processes within all the departments.
 - Review and update policy for Department of Public Works On-Call/Call-In Policy.
 - Need to add more content and expand further under the Employee Performance Evaluation section - Up Coming Goals section.
 - Review Employee Performance Evaluation Form and determine if any modifications are needed. Should we add department level sections?
 - Determine and define exit interview process.
6. Identify City Employee Job Descriptions Requiring Updating and Establish Plan for Revising
 - Follow-up by Heath
 7. Develop, Maintain, and Implement a Process for the Performance Evaluation of City Employees
 - Follow-up by Heath on departmental compliance
 8. Announcements
 9. Adjournment