



## Employee Services

W240N3065 Pewaukee Road  
Pewaukee, WI 53072  
(262) 691-6035 Fax (262) 691-6009

### **EMPLOYEE SERVICES COMMITTEE MEETING NOTICE AND AGENDA**

**Wednesday, June 19, 2019**

**11:00 AM**

Common Council Chambers ~ Pewaukee City Hall  
W240 N3065 Pewaukee Road, Pewaukee, WI 53072

- 
1. Call to Order and Pledge of Allegiance
  2. Public Comment - Please limit your comments to 2 minutes, if further time for discussion is needed please contact your local Alderperson prior to the meeting.
  3. Approval of the May 7, 2019 meeting minutes.
  4. Discussion and possible action regarding amending the current vacation policy.
  5. Adjournment

Kelley Woldanski, aPHR  
Director of People & Culture

6/14/19

#### **NOTICE**

It is possible that members of other governmental bodies of the municipality may be in attendance to gather information that may form a quorum. At the above stated meeting, no action will be taken by any governmental body other than the governmental body specifically referred to above in this notice.

Any person who has a qualifying disability under the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible format must contact the Clerk/Treasurer, Kelly Tarczewski, at (262) 691-0770 three business days prior to the meeting so that arrangements may be made to accommodate your request.

**CITY OF PEWAUKEE  
EMPLOYEE SERVICES COMMITTEE AGENDA ITEM 3.**

**DATE:** June 19, 2019

**DEPARTMENT:** Employee Services

**PROVIDED BY:**

***SUBJECT:***

Approval of the May 7, 2019 meeting minutes.

***BACKGROUND:***

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

**ATTACHMENTS:**

Description

May Minutes

## MEETING MINUTES

Tuesday, May 7, 2019

10:00 AM

Pewaukee City Hall ~ Common Council Chambers  
W240 N3065 Pewaukee Road, Pewaukee, WI, 53072

In attendance:

Aldermen J. Kara, R. Grosch, Human Resources Director K. Woldanski.

Also in Attendance:

Administrator S. Klein, Utility Manager J. Mueller, Parks & Recreation Director Nick Phalin and Clerk/Treasurer Kelly Tarczewski

1. Call to Order and Pledge of Allegiance
2. Public Comment
3. Approval of the March 1, 2019 meeting minutes.

**A motion was made and seconded, (Ray Grosch, Jeff Kara) to approve the March 1, 2019 meeting minutes as written.** Motion Passed: 2-For, 0-Against.

4. Discussion and possible action regarding request to compensate Utility staff for additional required certifications.

Discussion included whether other departments have seen incremental raises for certifications, which others have; if these raises would keep the pay within the pay range and they would; when this will take effect which is likely after December except for the one Operator who already has one of the certifications. It was agreed that Operator would receive the raise for the one certification the first pay period after this is approved by the Common Council.

**A motion was made and seconded, (Ray Grosch, Jeff Kara) to recommend to the Common Council to move forward with the recommended compensation program for Utility staff for each additional certification to take effect the pay period after it is approved.** Motion Passed: 2-For, 0-Against.

5. Discussion and possible action regarding the current Performance Evaluation process for City employees.

Alderman Kara brought forth this agenda item. Discussion included what the current evaluation process is and what the Committee would like to see in the future. Administrator Klein explained that he would like to see the Strategic Plan be the overarching document that helps to set operational goals as well as tie into employee performance. It would also be used during the budget process to help identify projects that need to be completed in the upcoming year. It was requested that a more formalized process be presented to the Committee in the upcoming months. No action was taken.

6. Adjournment

**A motion was made and seconded, (Ray Grosch, Jeff Kara) to adjourn.** Motion Passed: 2-For,  
0-Against.

Respectfully Submitted,

Lisa Bergersen  
Human Resources Director

5/3/2019

**CITY OF PEWAUKEE  
EMPLOYEE SERVICES COMMITTEE AGENDA ITEM 4.**

**DATE:** June 19, 2019

**DEPARTMENT:** Employee Services

**PROVIDED BY:** Kelley Woldanski

***SUBJECT:***

Discussion and possible action regarding amending the current vacation policy.

***BACKGROUND:***

Please see the attached draft proposal. Further background information will be provided at the meeting.

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

**ATTACHMENTS:**

Description

Vacation Policy



**EMPLOYEE SERVICES DEPARTMENT**  
 W240 N3065 Pewaukee Road  
 Pewaukee, Wisconsin 53072  
 Phone (262) 691-6028  
 Confidential Fax (262) 691-6009  
[woldanski@pewaukee.wi.us](mailto:woldanski@pewaukee.wi.us)

## Vacation Policy ~ 2019

### Introduction

The purpose of this policy is to clarify the vacation policy as changes were made effective January 1, 2019 for recruitment purposes however it was not clarified as to how those changes would affect milestone vacation rate changes.

The change effective January 1, 2019 with Mayoral approval allowed new hires to start with 3 weeks of vacation if they had 10 years or more of experience directly related to the position they sought to hold with the City of Pewaukee. At that time, new hires made within the previous 5 years were audited and those with the appropriate amount of experience were moved to the 3 week vacation accrual rate effective January 1, 2019.

### Scope

The current vacation policy states that:

Benefited employees shall be entitled to paid vacation. Benefited part-time employees shall be paid vacation on a pro-rated basis. The vacation schedule is as follows –

- a. First 5 years of employment – 2 weeks (80 hours)
- b. 6 through 12 years – 3 weeks (120 hours)
- c. 13 through 19 years – 4 weeks (160 hours)
- d. 20 or more years – 5 weeks (200 hours)

Vacation is earned bi-weekly on the following hourly basis:

<u>Years of Service</u>	<u>Full-Time</u>	<u>Part-Time</u>		
		<u>85%</u>	<u>80%</u>	<u>75%</u>
<u>First Five</u>	3.08	2.62	2.46	2.31
<u>Six to Twelve</u>	4.62	3.93	3.69	3.46
<u>Thirteen to Nineteen</u>	6.15	5.23	4.92	4.62
<u>Twenty</u>	7.69	6.54	6.15	5.77

After reviewing other vacation policies as well as the US Bureau of Labor Statistics, the employment milestones to accrue vacation have changed as stated below. And because the 3 week vacation rate for previous experience was meant as a recruitment technique only, the milestones for all employees other than Department Heads will be as follows:

Years of employment are years employed by the City of Pewaukee.

- a. First 5 years of employment – 2 weeks (80 hours)
- b. 6 through 11 years – 3 weeks (120 hours)
- c. 12 through 18 years – 4 weeks (160 hours)
- d. 19 or more years – 5 weeks (200 hours)



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<b>Years of Service</b>	<b>Full-Time</b>	<b>Part-Time</b>		
		<b>85%</b>	<b>80%</b>	<b>75%</b>
<u>First Five</u>	3.08	2.62	2.46	2.31
<u>Six to Eleven</u>	4.62	3.93	3.69	3.46
<u>Twelve to Eighteen</u>	6.15	5.23	4.92	4.62
<u>Nineteen</u>	7.69	6.54	6.15	5.77

Therefore regardless of whether you started at the 2 week or 3 week rate upon hire, you will not move vacation rates until you reach the appropriate milestone of years worked for the City as credit was already given to the employee at time of hiring.

For clarification purposes, an employee who starts at the 3 week rate of vacation due to previous experience will move to the next milestone of 4 weeks when they reach year 12 with the City.

DRAFT