

It is expected that a Quorum of the Administration Committee, Board of Public Works, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
December 2, 2013
7:00 PM
Or immediately following Board of Public Works**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Personnel Committee, 9/16/13](#)
- D. DISCUSSION/ACTION ITEMS
 - 1. [Consideration of salary increases for City non-represented employees effective 1/5/14 as per 2014 Budget.](#)
- E. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
September 16, 2013
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 6:45 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Langdon, Keehan, Zelinski, Englebert, Nichols, Taylor, Sevenich, Mayor Merkes

EXCUSED: Alderman Benner

ALSO PRESENT: CA/HRD Captain, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Personnel Committee, 8/19/13](#)

Moved by Ald. Langdon, seconded by Ald. Keehan to approve minutes.

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [Healthy Workplace Policy \(Anti-Bullying\)](#)

CA/HRD Captain explained the new policy. The City currently has a policy regarding bullying in the workplace in accordance to State Statute. There are some gaps in the State law on which employees are covered. This policy covers all employees regarding bullying in the workplace.

General discussion ensued on wording in the policy on appropriate disciplinary action. Suggestion was made to include a list of people employees can file a complaint with.

Moved by Mayor Merkes, seconded by Ald. Keehan to recommend to Common Council Healthy Workplace Policy (Anti-Bullying)

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Langdon, seconded by Ald. Keehan to adjourn at 7:15 p.m. into Closed Session pursuant to Wis. Stats. §19.85(1)(f): Preliminary consideration of specific personnel problems against specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person involved in such problems. (Personnel Issues)

Motion carried on roll call 8-0.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk



MEMORANDUM

November 27, 2013

TO: PERSONNEL COMMITTEE

FROM: ^{PAC} PAMELA A. CAPTAIN, CITY ATTORNEY/HR DIRECTOR

RE: 2014 Non-Represented Employee Annual Salary/Wage Increase

The 2014 budget approved on November 18, 2013 includes a 1% pay increase for non-represented employees. I am requesting that the Personnel Committee recommend to the Common Council the approval of a 1% pay increase effective January 5, 2014 for non-represented employees. This represents a net increase of approximately .65% given the Wisconsin Retirement System rates are set to increase by .35% each for the employer and employee contribution.

A historical comparison chart of salary/wage increases is attached for your reference.

Salary % incr compare between union/non-reps

Year	inc date	Police	1035	1035-B	(if different)	Non-Rep % increase date	Non-Reps
2014	1/1	1.0%					1.0% 3% lift for Patrol Officers
	7/1	1.0%					
	12/31	1.0%					
2013	1/1	2.0%					1.5% 4% lift for Patrol Officers
	12/31	2.0%			7/1		1.5% 3% lift for non-reps
							3% increase for Patrol Officers
2012	1/1	3.0%	1.0%	1.0%		1/1	1.0% 1% increase for non-reps
							1% increase for group 1035-1035B
2011	1/1	1.0%	1%	1%			0.0% 3% lift for unions
	7/1	1.0%	1%	1%			0% increase for non-reps
	12/31	1.0%	1%	1%			
2010	1/1	1.0%	1.0%	1.0%			2.5% lift for Patrol Officers
	12/31	1.5%	1.0%	1.0%			2% lift for non-reps, 1035-1035B
2009	1/1	2.0%	2.0%	2.0%			3% lift for unions; 2% lift for non-reps
	7/1	1.0%	1.0%	1.0%	7/1		(1% rescinded for non-reps)
2008	1/1	2.5%	2.5%	2.5%		4/1	4% lift for both
	7/1	1.5%	1.5%	1.5%	10/1		2.0% non-rep increases different dates
2007	1/1	2.0%	2.0%	2.0%			3% lift for both
	7/1	1.0%	1.0%	1.0%	9/1		1.5% non-rep increases different dates
2006	1/1	3.0%	3.0%	3.0%			3.0% same
2005	1/1	3.0%	3.0%	3.0%		9/1	1.5% 3% lift for both
							1.5% non-rep increases different dates
2004	1/1	3.0%	3.0%	3.0%		9/1	1.5% 3% lift for both
							1.5% non-rep increases different dates
2003	1/1	3.0%	2.0%	2.0%			3.0% 4% lift for unions
	7/1		2.0%	2.0%			3% lift for non-reps
2002			2.0%	2.0%			3.0% 4% lift for unions

M:Pers 1002 Salary % ncr compare between union-non re 2.0%
 S:HRSecure/Negotiations/Salary % ncr compare between union-non re 2.0%