

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
September 16, 2013
6:30 PM
Or immediately following Common Council**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Personnel Committee, 8/19/13](#)
- D. DISCUSSION/ACTION ITEMS
 - 1. [Healthy Workplace Policy \(Anti-Bullying\)](#)
- E. ADJOURNMENT
 - Motion to Adjourn 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)

"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
August 19, 2013
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 5:00 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Nichols, Taylor, Sevenich, Keehan, Zelinski, Englebert, Benner (5:10pm), Mayor Merkes

EXCUSED: Alderman Langdon

ALSO PRESENT: CA/HRD Captain, Dpty Treasurer Sassman, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Personnel Committee, 7/15/13](#)

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [Compensation Offer Regarding Administrative Services Director Position.](#)

CA/HRD Captain explained Margaret (Peggy) Steeno is the finalist for the Administrative Services Director Position. An annual salary of \$108,400 is being requested. Request for annual salary above mid-point requires Personnel Committee approval. Additional benefits being requested are four weeks of vacation and the ability to advance sick leave.

General discussion ensued on salary and benefits being requested.

Moved by Ald. Sevenich, seconded by Ald. Keehan to offer to Margaret Steeno compensation of \$108,400 annual salary, four weeks vacation and ability to advance sick leave.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Benner, seconded by Ald. Zelinski to adjourn at 5:21 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA POLICY		TITLE: Healthy Workplace	
ISSUE DATE: (Day after Council)	LAST UPDATE:	SECTION:	
POLICY SOURCE:	AUDIENCE:	TOTAL PAGES:	
Reviewed by Attorney's Office	Personnel Committee Approval Date:	Council Approval Date:	

I. PURPOSE

The City desires to create a healthy workplace in which all individuals are treated with respect and dignity, free from forms of behavior that are contrary to high performance expectations for workers and healthy competition.

Workplace bullying is defined as “the deliberate, hurtful and repeated mistreatment of an employee by one or more employees.” Bullying behaviors will not be tolerated. Bullying behaviors may include: hostile verbal and nonverbal behaviors directed at a person such that the person’s work is negatively affected; deliberate sabotage to the reputation of a co-worker by spreading lies or rumors about the co-worker’s performance and character; teasing or joking that a reasonable person would consider unacceptable; comments that a reasonable person would consider offensive; rumor-mongering and gossiping, comments, questions or actions which offend a reasonable person; giving the silent treatment or social exclusion; intimidating physical gestures, including finger pointing and slamming or throwing objects; yelling, screaming, and/or cursing at the target; angry outbursts or temper tantrums; insulting or belittling the target, often in front of other workers; withholding needed information.

All department heads, supervisors and employees, as part of their job requirements, are responsible for preventing and eliminating workplace bullying in their respective departments. Each employee shall be responsible for taking all reasonable measures with the goal of preventing acts of workplace bullying.

After appropriate investigation, any employee found to have repeatedly engaged in workplace bullying will be subject to appropriate disciplinary action, up to and including discharge.