

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
July 16, 2012
7:00PM
Or immediately following Board of Public Works**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Personnel Committee, 6/18/12](#)
- D. ACTION ITEMS
 - 1. [Personnel Policy Handbook Update - Pay Rate Schedule and Position Changes \(former Locals 1035 & 1035B\)](#)
- 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
June 18, 2012**

Minutes

A. CALL TO ORDER

Meeting called to order by Chairman Krueger at 8:35 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Klein, Taylor, Sevenich, Langdon, Krueger, Zelinski, Englebert, Benner, Mayor Merkes

ALSO PRESENT: CA/HRD Captain, PC Styka, Lt. Ron Bouchard, Comp. Stoffel, Deputy Clerk Sewall, Menasha School District Representatives Peter Pfundtner, Marci Thiry and Tammy Richter

C. MINUTES TO APPROVE

1. [Personnel Committee, 6/4/12](#)

Moved by Ald. Englebert, seconded by Ald. Zelinski to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. [Elementary Police-School Liaison Officer position](#)

Police Chief Styka, Lt. Bouchard and Menasha School District representatives presented a Power Point presentation on the importance of approving this position and the affect it will have on the 2012-2013 Police budget. The Power Point presentation was received by the Clerk's office.

Discussion ensued.

Moved by Ald. Taylor, seconded by Ald. Englebert to recommend to Common Council the approval of the Elementary Police-School Liaison Officer position for the 2012-2013 school year.

Motion carried on roll call 9-0.

E. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Englebert to adjourn at 9:15 p.m.

Motion carried on voice vote.

Respectfully Submitted by Deputy Clerk Kristin Sewall



MEMORANDUM

Date: July 10, 2012

To: Personnel Committee

From: Pamela A. Captain, City Attorney/HR Director

RE: Pay Rate Schedule & Position Changes (former Locals 1035 & 1035B)

REQUEST: Adopt an employee pay rate schedule for positions that were formerly covered by collective bargaining agreements with Local 1035 & Local 1035B and incorporate into the Personnel Policy Handbook. See **Attachment 1**.

Employee compensation for employees who were part of Locals 1035 & 1035B was formerly set by collective bargaining agreements using pay rate schedules. All new employees began employment with the City, generally, at a minimum hiring rate with the ability to receive incremental pay increases over the course of 43 months until reaching the maximum pay rate.

As a consequence of Act 10 the City needs to determine employee compensation for those employees formerly covered by the collective bargaining agreement. **Attachment 1** is a copy of the pay rate schedule used in the collective bargaining agreements for Locals 1035 & 1035B, updated with the 1% increase for 2012 which all employees¹ received. Wage rates for bridge tenders are adjusted to reflect a more current market pay rate for the position considering skill level and the seasonal nature of the position. The bridge tender position now falls under the category of casual employee. A casual parks position is also added. Finally, it is recommended that ARTICLE V – Compensation, Section A, Direct Compensation, paragraphs 17 and 21 of the Personnel Policy Handbook apply with respect to these positions (they are set forth on **Attachment 1**).

If adopted this pay rate schedule will be used when hiring new employees and in preparing future budgets.

RECOMMENDED MOTION: Approve **Attachment 1**, position changes and employee pay rate schedule for positions that were formerly covered by collective bargaining agreements, and incorporate into the Personnel Policy Handbook.

¹ Excluding police Local 603 which received a 3% increase for 2012.

PERSONNEL POLICY HANDBOOK
ARTICLE V - COMPENSATION

A. Direct Compensation

Attachment 1

Pay Range (former Locals 1035 & 1035B)						
Effective January 1, 2012						
Increase: 1.0%						
Year: 2012						
Dept	Classification	Start	Start of	19th	Start of	Start of
		Step 1	7th month	month	31st month	43rd month
			Step 2	Step 3	Step 4	Step 5
Assessor	Dep Assessor	20.78	22.09	23.37	24.65	25.97
	Assessment Tech	15.16	16.11	17.07	18.02	18.98
Finance	Finance Clerk	17.73	18.82	19.95	21.04	22.18
Maintenance	Mechanic III	21.19	22.52	23.85	25.17	26.49
	Mechanic II	20.66	21.95	23.24	24.53	25.83
	Mechanic I	20.14	21.40	22.66	23.92	25.18
Gen Adm	Clerk-Parks	15.84	16.80	17.74	18.69	19.64
	Clerk-Public Works	15.84	16.80	17.74	18.69	19.64
	Public Health Aide	15.84	16.80	17.74	18.69	19.64
Park	Facilities/Pool Technician	20.14	21.40	22.66	23.92	25.18
	Park Technician	19.36	20.57	21.78	22.99	24.20
	Park Caretaker	18.84	20.01	21.19	22.36	23.54
	Cemetery Caretaker	18.84	20.01	21.19	22.36	23.54
	Park Laborer	18.19	19.32	20.46	21.59	22.74
	Park Laborer/Custodian	16.26	17.28	18.30	19.31	20.33
	Police Dept	Traffic Court Liaison	16.36	17.38	18.41	19.43
	Code Enforcement Officer	16.36	17.38	18.41	19.43	20.45
	Complaint Clerk	15.84	16.80	17.74	18.69	19.64
Public Works	Engineering Supervisor	25.71	27.35	28.94	30.54	32.16
	GIS Tech	23.91	25.39	26.88	28.38	29.88
	Eng Aide IV	23.37	24.83	26.31	27.73	29.20
	Eng Aide III	22.26	23.65	25.06	26.43	27.82
	Eng Aide II	21.27	22.61	23.93	25.27	26.58
	Custodian	13.05	13.85	14.68	15.47	16.31
Sanitation	Sanitation Workers (Current only)	18.84	20.01	21.19	22.36	23.54
Street	Traffic Technician	19.36	20.57	21.78	22.99	24.20
	Heavy Equip Operator	19.36	20.57	21.78	22.99	24.20
	Light Equip Operator	18.84	20.01	21.19	22.36	23.54
	Sewer Equip Operator	18.84	20.01	21.19	22.36	23.54
	Asst Sewer Equip Op	18.45	19.60	20.77	21.92	23.07
	Truck Driver	18.45	19.60	20.77	21.92	23.07
	Common Laborer (Includes Sanitation)	18.19	19.32	20.46	21.59	22.74

Bridge Tenders - \$14.50 per hour
Park Casual - \$15.25 per hour

17. All hiring will be at the minimum of a salary grade when the hiree has no direct experience for the position for which hired. Any hiring of experienced persons will be at a rate commensurate with experience between minimum and maximum. No one will be hired at a rate greater than midpoint without the approval of the Personnel Committee in an open meeting.

21. Should any Department Head or the Mayor, in the instance of a Department Head, feel that any employee's performance has been so deficient so as to not merit any step increase, that Department Head may make such recommendation to the Review Panel who shall determine the appropriateness of such action. If the Department Head makes such recommendation for two consecutive years, the Department Head shall terminate such employee.