

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
October 3, 2016
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, 8/15/16.](#)
- D. ACTION/DISCUSSION ITEMS
 - 1. [Request for Approval – Unpaid Leave of Absence](#)
- 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
August 15, 2016
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Keehan at 8:05 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Keehan, Zelinski, Spencer, Benner, Nichols, Krautkramer, Collier, Mayor Merkes.

EXCUSED: Alderman Taylor.

ALSO PRESENT: ASD Steeno, PHD McKenney, CDD Buck, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [Personnel Committee, 7/18/16.](#)

Moved by Mayor Merkes seconded by Ald. Nichols to approve minutes.

Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS

1. [Authorize Restructuring of Public Health Nurse Position \(.9 FTE\) and Dental Hygienist Position \(.24 FTE\)](#)

PHD McKenney explained a recent review of the Public Health Nurse Position job duties determined not all the duties associated with the position need to be performed by a Public Health Nurse. Some of the non-medical duties can be managed by the Dental Hygienist. Staff is requesting a decrease in hours for the Public Health Nurse position and an increase in hours for the Dental Hygienist. Also adjust the benefits offered according to City Policy.

General discussion ensued on restructuring job duties, no reduction in services, and financial impact to City.

Moved by Ald. Nichols seconded by Ald. Krautkramer to recommend to Common Council to change the City's Table of Organization by deleting the .9 FTE Public Health Nurse Position and the .24 FTE Dental Hygienist Position, add the .58 FTE Public Health Nurse Position and the .56 FTE Dental Hygienist Position, and apply benefits to both positions according to City Policy.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Benner seconded by Ald. Krautkramer to adjourn at 8:13 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk



MEMORANDUM

To: City of Menasha Personnel Committee
From: Peggy Steeno, Director of Administrative Services
Date: September 29, 2016
RE: Request for Approval – Unpaid Leave of Absence

BACKGROUND

There is currently a regular, part-time employee that is requesting an unpaid leave of absence for medical reasons. The expected duration of the leave is twelve weeks. The employee does qualify for State FMLA, which equates to two weeks of protected time off. In addition, the employee has approximately 66 hours of accrued time off available for use. Therefore, the request is for an unpaid leave of absence of approximately eight weeks.

This request is being made to the Personnel Committee as is required by the City's Personnel Policy Handbook. The specific language in the handbook reads as follows:

An unpaid leave of absence of up to ten (10) work days may be requested by any employee who has completed six months of continuous employment with the City. Such request for leave shall be submitted in writing to the employee's Department Head and must be approved, in advance, by the Personnel Director and/or the Mayor. *Leaves of absence in excess of ten (10) work days shall also require approval of the Personnel Committee.* No unpaid leaves of absence will be granted until all unused vacation and floating holidays have been used. Unpaid leaves of absence for medical absence will only be granted after an employee has exhausted all accrued sick leave, floating holidays, and vacation benefits.

ANALYSIS

In reviewing this request and making the recommendation to approve the unpaid leave, the department head has confirmed that there will not be a staffing issue, and the hours will be covered by another part-time employee who completes the same duties on a daily basis. This will be covered by straight time hours, so overtime will not be an issue.

FISCAL IMPACT

There is no fiscal impact with regard to this request as the employee who is requesting the unpaid leave, and the employee filling in, are at the same pay grade.

RECOMMENDATION

Staff recommends that the Personnel Committee approve the unpaid leave of absences as requested.