

IT IS EXPECTED THAT A QUORUM OF THE BOARD OF PUBLIC WORKS, PLAN COMMISSION, AND ADMINISTRATION COMMITTEE 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**  
**140 Main Street, 3rd Floor Council Chambers**  
November 19, 2007

5:30 PM

**AGENDA**

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**1. CALL TO ORDER**

**A. Call to Order**

**2. ROLL CALL/EXCUSED ABSENCES**

**A. Roll Call**

**3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

**Minutes to approve:**

**A. Personnel Committee Minutes, 10/15/07**

[Attachments](#)

**4. DISCUSSION**

**A. Employee ID Badge Policy**

[Attachments](#)

**B. Consideration of April 1, 2008 and October 1, 2008 adjustments to all non-represented employees' salaries.**

[Attachments](#)

**C. Consideration of April 1, 2008 and October 1, 2008 adjustment to Supervisory Lieutenants' salaries.**

[Attachments](#)

**5. ADJOURNMENT**

**A. Adjournment**

"Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Menasha City Clerk at 967-3600 24 hours in advance of the meeting so special accommodations can be made."

**CITY OF MENASHA**  
**Personnel Committee**  
**140 Main Street, 3rd Floor Council Chambers**  
October 15, 2007  
Minutes

**1. CALL TO ORDER**

- A. Meeting Called to Order by Vice-Chairman Eckstein at 5:45 p.m.

**2. ROLL CALL/EXCUSED ABSENCES**

- A. PRESENT: Ald. Hendricks, Eckstein, Chase, Merkes, Taylor, Wisneski, Pack, Mayor Laux.  
EXCUSED: Ald. Michalkiewicz  
ALSO PRESENT: CA/HRD Brandt, Lt. Bouchard, DPW Radtke, CDD Keil, C/T Stoffel,  
PHD Nett, Clerk Galeazzi, and the Press.

**3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

**Minutes to approve:**

- A. Personnel Committee Minutes, 4/17/07

Moved by Ald. Pack, seconded by Ald. Hendricks to approve minutes.  
Motion carried on voice vote.

**4. DISCUSSION**

- A. Discussion regarding Health, Dental, Vision Rates for 2008.

CA/HRD Brandt explained the new rates for health, dental and vision insurance. No action needs to be taken on the health and dental rates as this is informational only.

- B. Accept Vision Insurance Plan of America 3 Year Renewal.

CA/HRD Brandt explained this is a 3 year renewal with no change in the premiums. This is a benefit offered to City employees.

Moved by Ald. Pack, seconded by Ald. Merkes to recommend to Common Council to accept Vision Insurance Plan of America 3 year renewal.

Motion carried on roll call 8-0.

**5. ADJOURNMENT**

- A. Moved by Ald. Wisneski, seconded by Ald. Hendricks to adjourn at 5:59 p.m.  
Motion carried on voice vote

Respectfully submitted by Deborah A. Galeazzi, City Clerk



MEMO

TO: Personnel Committee  
FROM: Jeff Brandt JSB  
SUBJECT: ID Badge Policy  
DATE: November 15, 2007

The first item on the Personnel Committee agenda is a recommendation from the Safety Committee that employees have and wear ID badges. It is recommended that you approve the policy. Pictures have been taken of all affected employees and the IDs will be distributed as soon as the Common Council adopts the policy.

There are several groups of employees who object to this policy. In balancing their privacy concerns with the benefit to employees and the public, the Safety Committee believes the policy is appropriate. Many municipalities and Counties have a similar policy in place. Please contact me or Sue Nett for any questions.

## **Identification Badge Policy**

The purpose of this policy is to protect City employees and building visitors by ensuring the proper usage of identification badges. Employee identification badges will be issued by the records clerk at the police department to the appropriate department head who in turn will issue the ID badge to the employee. The employee receiving the identification badge will sign a form, indicating that they have received the ID, and will assume full responsibility for the proper use of it (this form will be provided and will require a signature at the time of issue). Department Heads or their designee(s) are the only employees with authorization to request an identification badge. Lost identification badges are to be reported immediately to the employee's supervisor. Identification badges are to be returned to the department head when no longer an employee of the city.

The identification badges will be a plastic card (the size of a credit card) that identifies the employee to whom it was assigned, and will include a photograph of the employee, their first name, department, and city of Menasha logo. The identification badges are to be worn and displayed at all times by employees when on duty except for those employees where the wearing of the identification badge would pose a safety threat. Employees in those departments where a safety threat would exist, will be required to carry their employee ID on themselves in a pocket.

The police department has specific departmental badges which will be issued and monitored by that department.

### **NON-EMPLOYEES**

Vendors, visitors, and volunteers working in municipal buildings will be given a vendor/visitor/volunteer identification badge by the department head or designee responsible for the work area.

**ACKNOWLEDGEMENT OF RECEIPT OF CITY ISSUED IDENTIFICATION CARDS**

I \_\_\_\_\_, hereby acknowledge receipt  
Print Name

of a City of Menasha identification badge. I acknowledge my identification badge must be displayed at all times during working hours, unless I work in a department where displaying it would pose a threat to safety, whereby I would then have it on me.

I further agree that if I lose my identification badge, I will immediately report the lost badge to my supervisor and request a replacement.

\_\_\_\_\_  
Name Department Date



MEMO

TO: Personnel Committee

FROM: Jeff Brandt JSB

SUBJECT: 2008 Salary Increases

DATE: November 15, 2007

The budget includes pay increases for non-represented employees and Supervisory Lieutenants at 2% on April 1, 2008 and 2% on October 1, 2009. This has a budgetary impact for 2008 of 2%. Although this continues the trend that Union wage increases surpass salary increases for non-represented employees, it is recommended that the Personnel Committee recommend to the Common Council to approve this adjustment.

I have attached a spreadsheet showing a comparison between approved increases for Union employees compared with non-represented employees. Between 1995 and 2003, the increase was roughly the same. Since then, Union increases have been 14.75% while non-rep increases have been 9%. Please contact me for any questions.

Year		Police	1035	1035-B		Non-Reps
2008	1/1	2.5%	2.5%	2.5%		
	7/1	1.5%	1.5%	1.5%		
2007	1/1	2.0%	2.0%	2.0%	1/1	1.5%
	7/1	1.0%	1.0%	1.0%	9/1	1.5%
2006	1/1	3.0%	3.0%	3.0%		3.0%
2005	1/1	3.0%	3.0%	3.0%	1/1	1.5%
					9/1	1.5%
2004	1/1	3.0%	3.0%	3.0%	1/1	1.5%
					9/1	1.5%
2003	1/1	3.0%	2.0%	2.0%		3.0%
	7/1		2.0%	2.0%		
2002	1/1	3.0%	2.0%	2.0%		3.0%
	7/1		2.0%	2.0%		
2001	1/1	3.0%	3.0%	2.0%		3.0%
				2.0%		
2000	1/1	0-4% dependent on step	3.0%	3.0%		3.0%
1999	1/1	0-4% dependent on step	3.0%	3.0%		3.0%
1998	1/1	0-4% dependent on step	3.0%	3.0%		3.0%
1997	1/1	2.5%	2.5%	2.5%		3.0%
	7/1	1.0%	1.0%	1.0%		
1996	1/1	2.5%	2.5%	2.5%		3.0%
	7/1	1.0%	1.0%	1.0%		
1995	1/1	2.5%	2.5%	2.5%		3.5%
	7/1	1.0%	1.0%	*1% *4/1		



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2005	1/1	3.0%	3.0%	3.0%	1/1	1.5%
					9/1	1.5%
2004	1/1	3.0%	3.0%	3.0%	1/1	1.5%
					9/1	1.5%
2003	1/1	3.0%	2.0%	2.0%		3.0%
	7/1		2.0%	2.0%		
2002	1/1	3.0%	2.0%	2.0%		3.0%
	7/1		2.0%	2.0%		
2001	1/1	3.0%	3.0%	2.0%		3.0%
				2.0%		
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1997	1/1	2.5%	2.5%	2.5%		3.0%
	7/1	1.0%	1.0%	1.0%		
1996	1/1	2.5%	2.5%	2.5%		3.0%
	7/1	1.0%	1.0%	1.0%		
1995	1/1	2.5%	2.5%	2.5%		3.5%
	7/1	1.0%	1.0%	*1% *4/1		