

REPORT OF THE HUMAN RESOURCES COMMITTEE

Todd Ferkey

Scott Kellogg

Thaddeus Kubisiak

Date of Meeting: 03/06/2018
Reported to Council: 03/20/2018

The Human Resources Committee met at 4:00 p.m. on Tuesday, March 6, 2018, in the Third Floor Conference Room at City Hall, 444 West Grand Avenue, Wisconsin Rapids. All members were present. Also present were Alderperson Rayome, Dawn Urban, Mayor Vruwink, Tim Desorcy, Scott Young, Bob Barteck, Jeremy Sickler, Debbie Nash, and Sue Schill.

1. Call to order.

The meeting was called to order by Chairperson Todd Ferkey at 4:02 p.m.

2. Review of Tier 11 Fire Department program.

Interim Fire Chief Young gave an update on Tier 11. Chief Young was directed to present another review of the Tier in August 2018, and again in February 2019.

3. Consideration of hiring a part-time, seasonal position to assist with Airport Management duties. This position will be funded as part of the Airport Management contract that the City has with the South Wood County Airport Commission.

Airport Manager Jeremy Sickler explained the request.

Motion by Ferkey, second by Kellogg, to approve a job description and hire a part-time, seasonal Airport position for 2018 only; the position would be for 25 weeks, not exceed 500 hours, and the rate of pay would be \$10 per hour. This position will be funded as part of the Airport Management contract that the City has with the South Wood County Airport Commission. Motion carried. See the attached Job Description.

4. Discussion around Payroll and Human Resources Information System (HRIS).

Dawn Urban and Tim Desorcy updated the Committee on new finance and human resources software.

5. Review/approve Remote Work policy.

Motion by Kellogg, second by Kubisiak to approve the Remote Work Policy. Motion carried. See attached Remote Work Policy.

6. Review/approve revised Flexibility in Work Schedule policy.

Motion by Kellogg, second by Ferkey, to approve the Flexibility in Work Schedule Policy. Motion carried. See attached Flexibility in Work Schedule Policy.

7. Review/approve Workplace Harassment and Workplace Expectations policies.

Motion by Kubisiak, second by Ferkey, to approve the Workplace Harassment Policy and the Workplace Expectations Policy, with the inclusion of "elected officials" to the Workplace Expectations Policy. Motion carried. See the attached Workplace Harassment Policy and the Workplace Expectations Policy.

8. Adjourn.

Motion by Ferkey, second by Kubisiak, to adjourn. Motion carried. The meeting adjourned at 5:24 p.m.