

**Personnel Committee  
January 24, 2018**

Present were Committee Members: Trustee Willing and Trustee Prott.

Also Present: HR/Asst. Adm. Toni Muise, Fire Chief Dick Roeder, Utility Supervisor Bob Lui, Village Administrator Tom Christensen, Utility Director Tony Bunkelman, Highway Foreman Bill Jacoby arrived at 5:12 p.m., Trustee Kevin Wanggaard arrived at 5:23 p.m.

Trustee Willing called the meeting to order at 5:00 p.m., at the Caledonia Village Hall, 5043 Chester Lane.

**Trustee Prott made a motion to take the agenda out of order. Willing second.  
Motion carried.**

**4. Amended job description for the Utility District Operator & Apprentice**

Muise explained there was an error in the job description and it should have stated Class B CDL not Class A CDL.

**Trustee Prott made a motion to amend the job description for the Utility District Operator & Apprentice stating Class B CDL. Trustee Willing second. Motion carried unanimously.**

**5. Policy for approval of amended job descriptions.**

Muise asked the Committee that if there is a minor error, could it be corrected and not have to be brought to the Board for approval. Trustees Prott and Willing agreed.

A policy will be drafted and brought back to the Committee.

**6. Policy for approval of promotions and starting salaries for Police and Fire employees.**

Muise presented. Resolution 2016-33, #10 states new positions must be recommended by the Personnel Committee and approved by the Village Board if the pay rate is above the midpoint. Christensen suggested if the position is below midpoint, and already budgeted, approval from the Village Board would not be needed. If there was a vacancy and no money in the budget, it would have to be approved by the Village Board. If already approved in the budget, it would not have to be brought before the Village Board. Only if a department head was being replaced should it come to the Board.

Prott suggested to add promotions as well and get it written down in the policy. He asked the policy be updated and brought back for approval. Christensen asked the Ordinance be changed also.

The revised policy will be brought back to the next meeting.

**3. FLSA policy for the Public Works department.**

Muise presented. As a group Caledonia is going to start following FLSA.

The Highway Department is requesting to deter from that during snow emergency operations, otherwise there would be no incentive to come in over holidays. Prott stated the Utility Department should also be included when they have emergency situations they get called in for. This would not apply to Police and Fire.

Muise stated that Caledonia can be more generous than the laws. FSLA states you have to have 40 working hours before being qualified for overtime. Racine County's manual does have an exemption for Public Works, with snow emergencies being exempted.

Christensen stated the Utility Operators should get the same benefit, with a time limit. Lui said the majority of their overtime is during the winter.

The on-call person, the one who carries the phone, gets a stipend. Currently two engineering technicians are on-call for Digger Hotlines and in 2018 those hours are going to shift to the Utility Operators after the snow is off the ground.

Timelines were discussed. Highway should use the same language as Racine County, i.e. employees working snow emergencies being exempted from FSLA and can earn overtime. Utilities will have a time limit for being exempted from FLSA. This will be for emergencies and employees can earn overtime from Nov. 1<sup>st</sup> through April 30th. The time limit represents the most pressing needs of the Village. Prott explained this has nothing to do with saving money, the law says we have to follow FSLA, but there is leeway as to how the Village wants to administer.

Muise will bring a resolution with that revised language as discussed. Christensen stated that will ultimately go into the manual. New software is coming that will calculate hours.

This will be brought back with the revised language and the resolution.

**1. The Personnel Committee will take up a motion to go into CLOSED SESSION pursuant to s.19.85(1)(c)&(e), WI Stats., to discuss and review employment compensation data and employment of a Firefighter.**

**Trustee Prott made a motion to go into CLOSED SESSION pursuant to s.19.85(1)(c)&(e), WI Stats., to discuss and review employment compensation data and employment of a Firefighter. Trustee Willing second. Motion carried unanimously.**

Closed session began at 5:29 p.m.

Present: Trustee Willing, Trustee Prott, Trustee Wanggaard, Fire Chief Dick Roeder, HR/Asst. Adm. Toni Musie, Village Administrator Tom Christensen.

**2. The Personnel Committee reserves the right to RECONVENE INTO OPEN SESSION to take possible action on the item(s) discussed during the CLOSED SESSION and to move on to the remaining agenda items.**

Open Session began at 5:59 p.m.

**Motion by Trustee Willing to reconvene into OPEN SESSION. Seconded by Trustee Prott. Motion carried unanimously.**

**7. Adjournment**

**Motion by Trustee Prott to adjourn. Seconded by Trustee Willing. Motion carried unanimously.**

Meeting adjourned at 5:59 p.m.

Respectfully submitted,  
Mary Jo Schmidt  
Adm. Asst. II