

**VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN**

(Final Minutes)

Human Resources Committee Meeting

June 30, 2022

The Human Resources Committee meeting was called to order by Chairman Pat Kenny at 3:00 pm on Thursday, June 30, 2022.

Members Present: President Pat Kenny, Trustee Prudden, Trustee McGreevy

Also Present: Liz Baumann, Steph Klug, Theresa Loomer, Wolf Nitsch, Rick Manthy

Closed Session

Trustee Prudden/Trustee McGreevy 2nd made a MOTION at 9:42 am pursuant to Wis. Stats. Chapter 19.85(1)(c), “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility,”

Consideration of Specific Probationary Period Status for Certain Fire Dept. Employees and Fire Chief Wolfgang Nitsch and Deputy EMS Chief Rick Manthy Compensation Review.

President Kenny – Aye

Trustee Prudden – Aye

Trustee McGreevy - Aye

The MOTION carried on a 3-0 vote.

Consideration of Specific Probationary Period Status for Certain Fire Dept. Employees

Trustee Prudden/Trustee McGreevy 2nd made a MOTION to recommend village board approval to laterally transfer the probationary period for the Metro employees that were hired as village employees on June 1, 2022. The MOTION carried without negative vote.

Fire Chief Wolfgang Nitsch Compensation Review

Trustee Prudden/Trustee McGreevy 2nd made a MOTION to increase the Fire Chief Salary to \$30,000 per year. The MOTION carried without negative vote.

Deputy EMS Chief Rick Manthy Compensation Review

Trustee McGreevy/Trustee Prudden 2nd made a MOTION to increase the Deputy EMS Chief Salary to \$4,500 per year. The MOTION carried without negative vote.

General Business – President Kenny

Approval of Minutes from April 27, 2022

McGreevy/Prudden 2nd made a MOTION to approve the minutes from the April 27, 2022 meeting, and the MOTION carried without negative vote.

EMS/Fire Employees Vacation Time

The committee discussed allowing EMS/Fire staff to accrue and take vacation immediately upon hire. When an employee is hired their vacation time will be prorated for the remainder of the year and their second year of employment will be considered Year 2 for vacation accrual purposes. The committee discussed allowing all staff to be afforded vacation time immediately upon hire at the prorated amount of time. I.e., An EMS/Fire employee is hired on July 1. They will be afforded half (24 hours) of the allotted 48 hours of vacation for the remainder of the year. On January 1 of the following year, Year 2, they will receive 48 hours of vacation time.

Trustee Prudden/Trustee McGreevy 2nd made a MOTION to recommend Village Board approval to allow employees to be afforded the prorated amount of vacation time in Year 1 upon hire, and to provide the

amount of vacation time called for in the handbook on January 1 of the following year, Year 2, in accordance with the employee handbook. The MOTION carried without negative vote.

Probationary Period for EMS/Fire Employees

The committee discussed whether a part-time EMS/Fire staff member should be required to serve the one-year probationary period, and whether an employee that was part-time who served a one-year probationary period and is hired full-time should serve a second probationary period. Loomer explained that with police and fire, the chief's have the authority to dismiss an employee during their probationary period. After the conclusion of the one-year probationary period, any terminations must go through the Police and Fire Commission hearing process. The committee recommended that all part-time/POC staff serve a one-year probationary period and that all full-time staff members serve a one-year probationary period (even if they served a probationary period as a part-time/POC staff member).

Trustee Prudden/Trustee McGreevy 2nd made a MOTION to recommend village board approval to require part-time/POC staff serve a one-year probationary period and require all full-time EMS/Fire staff (even if they served a probationary period as a part-time/POC staff member) to serve a one-year probationary period. The MOTION carried without negative vote.

Employee Handbook Amendments

The amendments to the handbook were primarily for the EMS/Fire staff and include the clarified vacation schedule, that no carryover time is permitted, and spells out the work schedule. An additional amendment was made to require staff provide adequate notice upon resignation to resign in good standing and have accrued time paid out.

Trustee Prudden/Trustee McGreevy 2nd made a MOTION to recommend village board approval of the employee handbook amendments, as presented, and the MOTION carried without negative vote.

Exempt Staff Exception Reporting

Loomer stated the new handbook calls for exemption reporting for salaried staff. In the past salaried staff have filled out time sheets but it is tedious when department heads take calls after hours, work on weekends, etc. Loomer presented an exception report form downloaded from the SHRM website that can be modified to fit the needs of the village.

Remote Work Policy

Loomer stated staff have expressed interest in the ability to occasionally work remotely. An example of a policy from another community that has been successfully implemented was presented. Loomer stated there are only a handful of administrative staff that would be able to work from home. In answer to a question, Loomer stated there is an app that allows for calls to be transferred from the village phone system to a cell phone. The ability to work remotely would be for a maximum of one day per week, would apply only to the staff that have the ability to work remotely, staff must be available between the hours of 8:00 am and 4:30 pm to respond to emails, phone calls, etc., the village would not purchase or reimburse for equipment, internet, phone bills, etc., and would only be allowed after one-year of employment and successfully passing the probationary period. Approval to work remotely would come from the department head, for department heads it would come from the administrator, and for the administrator it would come from the village board. It would be at the department head, administrator, or board's discretion to allow and there must be adequate staffing before approval is given.

Trustee Prudden/Trustee McGreevy 2nd made a MOTION to recommend village board approval of a remote work policy, as discussed, and the MOTION carried without negative vote.

Anniversary Recognition Program

Loomer recommended recognizing employment anniversaries with either a lunch or dinner one time per year for the staff that reach their 1, 5, 10, 15 etc. years of employment anniversary in that calendar year. The committee recommended moving forward with the suggestion so long as the funds are budgeted.

Trustee McGreevy/Trustee Prudden 2nd made a MOTION to recommend village board approval of the anniversary recognition program, so long as funds are budgeted and available, and the MOTION carried without negative vote.

Adjournment

Trustee Prudden/President Kenny 2nd made a MOTION to adjourn the meeting at 3:35 pm and the MOTION carried without negative vote.

Minutes prepared by: Theresa Loomer, Village Administrator

Note: These minutes are subject to further editing. Once approved by the Human Resources Committee, the official minutes will be kept on file at the Village Hall.

APPROVED: 09/28/2022