
Personnel Committee Meeting

January 25, 2022

6:30 at City Hall

MINUTES



Members present: Kay Marose, Cheryl Braun, Dave Gratton, and Mayor Wegener

Members absent: None

Also, Present: None

1. Meeting called to order at 6:30 p.m.
2. Braun/Gratton motion to approve agenda. Motion carried.
3. Gratton/Braun motioned to approve the December 28, 2022, minutes. Motion carried.
4. Public Comment: None
5. **Review and Discuss the Merits and Length of Probationary Period-**
Chairman provided information regarding probationary periods including the purpose, benefits, and disadvantages. The research reviewed did not recommend lengthy probationary periods. Additionally, the committee discussed the need to be diligent in providing training, mentoring and regular performance reviews of employees on probation. The City's Personnel Policy does clarify in a couple of different sections that employees are "at-will employees".
6. **Review, Discuss, and possibly take Action on the timing of New Employees gaining the "Casual Day" Benefit.**
After discussion of the matter the committee thought that the "Casual Day" benefit seemed misplaced under the Holiday section of the Personnel Policy and should not be granted immediately upon hire. A motion was made by Marose and seconded by Braun that the "Casual Day" benefit would be moved from the Holiday section of the policy to the Vacation section and that an employee would be granted the benefit upon one year of continuous service. Motion carried. Matter to be referred to the Common Council.
7. Old Business – Reviewed progress in hiring a new Deputy Clerk and job description.
8. New Business – Reviewed Key Policy.
9. Set Date and Time for Next Meeting: Tuesday, February 22, 2022, at 6:30 pm

10. Braun/Gratton motioned to adjourn meeting at 7:56 pm. Motion carried.

Minutes Reported By:

Kay Marose