

Personnel Committee Meeting Minutes - May 28, 2019

Chairman Strey called the meeting to order at 5:12 PM.

Members Present: Aldermen Strey, Rogers (arrived at 5:16 PM) and Kowieski

Excused: Alderman Rosek

Staff Present: Mayor Nold, Kitsembel, Sullivan, Pickart, Posnik, Frye and Wallace

2. Consider/recommend Market Study Results for

a. DPW and Parks & Forestry Crew Grade 1 Wage Increase

Posnik reported in November 2018 the Personnel Committee approved a Market Study for City Crew Positions (DPW, Parks, Wastewater, Water, Electric, Fleet and Dispatch) to determine if they are paid competitively because we have had some retention issues. The last crew market study was done in 2012 and the demand for labor/skilled labor has increased significantly impacting wages. Posnik explained the current pay schedule and that employees are evaluated annually. To keep the salary schedules updated the City uses 2 methods: 1) The annual cost of living adjustments and 2) Market studies are conducted every 5 years. He summarized three recommendations from Carlson Dettmann: 1) A 10% wage increase for the DPW and Parks Grade 1 positions; 2) Create a Grade 2 classification for DPW; and 3) Implement a 5% wage increase for the electric crew. The study found that most City crew positions are paid competitively, and no adjustments are needed for Wastewater, Water, Fleet, Dispatch, and some of the higher-level crew in Parks and DPW positions.

Charlie Carlson, from Carlson Dettmann stated over last 8-9 years there have been changes in the labor market and it is hard to recruit and retain. He explained his study process, wage step system and commented that younger employees have different job outlooks. The City does offer stability and provides an exceptional benefit package which helps to mitigate retention. Posnik stated the total employer cost of implementing the DPW/Parks Crew Grade 1 increase is \$48,880 annually. The Committee discussed how to move forward to remain competitive, bonuses, falling 10% behind, and how to attract and retain good workers. Posnik stated it depends on what the City can afford and factors such as a booming economy and demand for construction trades. Carlson suggested doing studies in 2-3-year intervals and feels a bonus system does not work in the public sector. Posnik stated the 10% recommendation would be effective January 1, 2020.

Motion by Strey to recommend the 10% increase to the DPW/Parks Grade classification effective January 1, 2020; second by Kowieski. Motion carried 3-0.

b. Adding a DPW Grade 2 Classification

Posnik reported Carlson-Dettmann recommends the addition of a DPW Grade 2 position as a promotional opportunity to attract and compensate employees with a specific skill set. He stated staff supports this recommendation for the following reasons: 1) Departmental need; 2) Retention of skilled employees; 3) Retention of younger workers; 4) Increases work commitment; 5) History; and 6) Saves money. Currently, there are two employees that could be promoted to the new DPW Crewperson-Maintenance Specialist position and the net cost would be \$3,381 effective January 1, 2020.

Motion by Kowieski to recommend the implementation of the DPW Crewperson-Maintenance Specialist classification (Grade 2) effective January 1, 2020; second by Rogers. Motion carried 3-0.

c. Electric Crew Wage Increase

Posnik reported Carlson-Dettmann recommends a 5% increase to the Electric Crew wages. These positions are challenging to recruit and retain. Current lineman wages are competitive among public utilities however significantly less than private utilities. Posnik stated the City would like to narrow the gap so we can retain our employees by providing a 5% wage increase to keep wages competitive. This would take the City's midpoint lineman wage from \$39.64 to \$41.62. The total employer cost of implementing the Electric Crew increase is \$70,373 annually.

Motion by Rogers to recommend the 5% increase to the Electric Crew pay grade classifications effective January 1, 2020; second by Kowieski. Motion carried 3-0.

3. Consider/recommend Years of Service and Retirement Recognition Program

Posnik stated a Length of Service Recognition Program is a top recognition program offered by employers and currently the City does not have this program in place. The purpose is to recognize employees for their dedication and years of service to the City. Employees with 5 years of service are eligible to receive recognition. Years of Service Recognition awards start at 5 and 10 years and receive a \$25 gift certificate, 15 and 20 years a \$50 gift certificate and 25 years and above \$100 gift certificate. The retirement recognition would be similar. Anybody eligible to retire would receive a Certificate of Appreciation, City retirement gift up to \$150 and a retirement recognition event. All gift certificates are to be purchased from the Chamber of Commerce or a select local business and would take effect January 1, 2020. The total cost to implement the programs is approximately \$3,000 per year. The Committee discussed doubling the amounts from \$25 to \$50, \$50 to \$100 and \$100 to \$200; employee recognition at a Council meeting; a message from the Mayor; and a publication in the local newspaper recognizing the individual(s). Kitsemel stated staff did look at Council recognition but did not put it in the policy.

Motion by Kowieski to recommend the Years of Service & Retirement Recognition Program adding the employee be acknowledged at Council and doubling the monetary gift certificates; second by Rogers. Motion carried 3-0.

4. Consider/recommend Harassment/Sexual Harassment Policy Revision

Posnik reported the City of Oconomowoc has a zero tolerance for harassment and sexual harassment and outlined three proposed changes to the Harassment Policy: 1) Add language to encourage employees to speak up; 2) Widen the scope of reporting options for employees; and 3) To be more proactive on reporting of harassment.

Motion by Kowieski to recommend the proposed revisions to the City's Harassment/Sexual Harassment Policy; second by Rogers. Motion carried 3-0.

Motion by Strey to adjourn the Personnel Committee meeting; second by Kowieski. Motion carried 3-0. The meeting adjourned at 6:23 PM.

Minutes taken by
Tina Wallace, Deputy City Clerk
Ald. Strey, Secretary