

The Ledgeview Personnel Committee held a meeting on August 14, 2013 at the Ledgeview Municipal Building located at 3700 Dickinson Road, De Pere, WI 54115.

The meeting was called to order at 7:31 a.m. by Chairperson Geurts. Members present were Tim Beno, Ken Geurts, Joe Schlag, and Marc Hess. Dave Tellock was excused. Sarah Burdette, Clerk/Administrator was also present.

1. **Agenda Approval**  
Motion made by Beno, seconded by Schlag to approve the agenda. The motion carried unanimously.
2. **Public Comment.** None.
3. **Approval of Minutes: July 3, 2013.**  
Motion made by Geurts, seconded by Beno to move to the next regularly scheduled meeting agenda. Motion carried.
4. **Communications.** Burdette informed the committee regarding the timeline for the retirement of N. Hawley as well as the proposed recruitment process. Burdette stated that there will be a recommendation made to the Personnel Committee, by staff, on the final employee selection for the next regularly scheduled meeting.
5. **Old Business.**
  1. **Review and edit employee handbook draft.**  
The committee continued the review and related comparison of the current Ledgeview manual and that of the Brown County template model, specifically the time off benefits portion. Burdette provided a chart for the committee's review that contained current time off benefits for other communities in Brown County. A discussion took place about whether or not part-time employees should have the opportunity for any time-off benefits and the group concurred to reserve such benefits for those who were employed in a full-time capacity.  
  
In terms of paid time off, i.e. vacation, the group concurred to leave the types of vacation separate rather than creating a paid-time-off bank. Therefore, the employee manual would still address vacation time, sick leave and holiday pay and floating holiday pay. The committee also recommended that the vacation schedule be altered so that the manual clearly states that vacation at the start of employment is set at 2 weeks per year, on a prorated basis from the start of employment. Additional vacation would be rewarded at 5-year increments and thus an additional week of vacation awarded at 5, 10, and 20 years; 3 weeks, 4 weeks and 5 weeks, respectively. All existing personnel to retain existing vacation allotments. The committee noted that there should still be the ability for to negotiate vacation at the start of employment dependent upon experience and qualifications of an in-coming employee.

The committee concurred that the other time-off benefits – sick time, holiday pay, etc. do not need amending as they are currently compatible with neighboring communities. The suggested edits will be included in the template document for inclusion in the overall employee handbook update.

No additional action taken.

2. Review draft ordinances for establishing Chapter 2 of the Ledgeview Town Code related to Government and Administration.

Burdette reviewed with the committee the follow up answers to the questions or edits that they had suggested at the last meeting. Work still needs to be completed regarding the LOSAP, Personnel/Finance Committee as well as language provided for a Public Works Committee and the Sanitary District Commission. Upon completion of the above areas, a revised draft will be submitted to the committee for further review.

No action required at this time.

6. **New Business:**

1. Receive request from employee to alter terms of employment.

The Committee reviewed the written request as submitted by L. Pansier. Burdette informed the committee about her discussion with the Town Attorney with regards to his recommendation to study the nature of the position and to evaluate prior to making any final recommendations or determinations. The Committee has put this request on hold until Burdette provides an evaluation of the position in terms of work and hours related is determined.

7. **ADJOURNMENT.**

Motion by Beno, seconded by Hess to adjourn joint meeting at 8:36a.m. The motion carried unanimously.