

**CITY OF CEDARBURG
PERSONNEL COMMITTEE
January 7, 2020**

**PER20200107-1
UNAPPROVED**

A meeting of the Personnel Committee of the City of Cedarburg, Wisconsin, was held on Tuesday, January 7, 2020 at City Hall, W63 N645 Washington Avenue, lower level, room 1. The meeting was called to order at 6:00 p.m. by Council Member Patricia Thome.

Roll Call: Present - Council Members Patricia Thome (Chair), Sherry Bubnitz, Rod Galbraith

Also Present - City Administrator Mikko Hilvo, City Clerk Claire Woodall-Vogg

STATEMENT OF PUBLIC NOTICE

Council Member Thome verified that notice of this meeting was provided to the public by forwarding the agenda to the City's official newspaper, the *News Graphic*, to all news media and citizens who had requested copies, and by posting in accordance with the Wisconsin Open Meetings law.

APPROVAL OF MINUTES

Motion made by Council Member Bubnitz, seconded by Council Member Galbraith, to approve the minutes of the September 23, 2019 Personnel Committee meeting. Motion carried without a negative vote.

CONSIDER CHANGES TO COMMON COUNCIL POLICIES CC-13 (PERFORMANCE EVALUATION), CC-19 (MERIT PAY BONUSES) AND CC-30 (EMPLOYEE EVALUATIONS) AND MAKE RECOMMENDATION TO THE COMMON COUNCIL

City Administrator Hilvo presented an overview of updated evaluation procedures. He created three different types of evaluations, dependent upon the employee's job responsibilities and position.

- CC-13: Employee Performance Evaluation
 - No notable changes except that this policy will be consistently implemented by department heads and supervisors under the supervision of the City Administrator
- CC-19: Pay, Annual Compensation, Increases and Salary Bonuses
 - Clarified that all pay increases are based upon merit. A base amount that takes into consideration cost of living increases and market adjustments, will be set annually for employees who are meeting expectations. An additional amount, not to exceed 2% above the base increase, may be awarded to employees not at the top of their pay range upon the recommendation of the Department Head and approval of the City Administrator.
- CC-30 Employee Evaluation
 - Three different evaluations were created, tailored for the nature of employees' job duties:
 - City Administrator Evaluation – to be conducted annually by all members of the Common Council and the Mayor.
 - Employee Evaluations (all exempt employees, as well as employees who supervise or have advanced, independent job duties) – includes a self-evaluation and self-assessment, performance review, and goal setting/action planning.

- All Other Staff (crew members, secretaries/administrative assistants, and other non-exempt personnel) – includes job specific criteria for evaluation, completed by the supervisor and reviewed with the employee.

Council Member Galbraith clarified that only department heads will be making recommendations for raises based upon the employee evaluations – not line supervisors. He also received clarification from City Administrator Hilvo that there will not be a pool of money to divvy up each year for raises. Instead, evaluations will take place by April 1 of each year and raises would not take effect until the following fiscal year under the approved budget. City Administrator Hilvo agreed to update the Merit Pay Form to remove the employee and supervisor signature. Only the Department Head and City Administrator will request raises.

Council Member Bublitz asked if the Library would be using this evaluation procedure. City Administrator Hilvo said that the Library Board can use any tool they would like to review the Library Director. However, he anticipates that the Library and Cedarburg Light & Water will consider adopting this structure and these procedures for reviewing their own staff. Council Member Bublitz asked that these documents be forwarded to Sue Karlman, President of the Library Board.

Discussion took place regarding the length and complexity of the Administrator's evaluation. The Committee decided to leave it as it has been designed, since it is only conducted for one employee once a year.

Motion made by Council Member Bublitz, seconded by Council Member Galbraith, to recommend Common Council adoption of the presented changes to policies CC-13 (Performance Evaluation), CC-19 (Merit Pay Bonuses) and CC-30 (Employee Evaluations). Motion carried without a negative vote.

NEXT MEETING DATE

Clerk Woodall-Vogg will send out a calendar survey for the next meeting date, which will be to discuss the creation of a wage ordinance.

ADJOURNMENT

Motion made by Council Member Galbraith, seconded by Council Member Bublitz, to adjourn the meeting at 6:55 p.m. Motion carried without a negative vote.

Claire Woodall-Vogg
City Clerk