



Agenda
Administration and Personnel Meeting
Monday, November 25, 2024 at 4:30 PM
City Hall Council Chambers, 100 E Fountain St,
Dodgeville, WI

I. CALL TO ORDER AND ROLL CALL

II. APPROVAL OF MINUTES

1. Approval of Minutes from November 15, 2024.

III. CLOSED SESSION

2. Adjourn to Closed Session - Pursuant to Wis. Stat. Sec. 19.85 (1)(c) for employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purposes of: conducting Assistant Director of Public Works interviews and to address an unpaid leave request.

IV. OPEN SESSION

3. Reconvene to Open Session
4. Any Action Needed as a Result of Closed Session

V. NEW BUSINESS

5. Discussion and possible action to to approve a process document for outlining time off requests for city employees.

VI. ADJOURN

6. Motion to Adjourn

Any person who has a qualifying disability, as defined by the Americans with Disabilities Act, that requires the meeting or material at the meeting to be in an accessible location or format, must contact the City Clerk at the address listed above or call 930-5228, prior to the meeting so that any necessary arrangements can be made to accommodate each request.



MINUTES

Administration and Personnel Meeting

Friday, November 15, 2024 at 4:30 PM

City Hall, 100 E Fountain St, Dodgeville, WI

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chair Meuer. Members present Reynolds-Lair, Sersch, Meuer Others: Atty Hagen, Mayor Hottmann

II. APPROVAL OF MINUTES

1. *Approve of Minutes from September 10, 2024.*

Motion by Reynolds-Lair, Second by Sersch. Motion carried 3-0.

III. CLOSED SESSION

2. *Consideration of moving to Closed session pursuant to Wis. Stat. Sec. 19.85(1)(e) for the purposes of deliberating public business which for competitive reasons requires a closed session, specifically to discuss the City's bargaining proposal to the police union.*

Motion by Reynolds-Lair, Second by Sersch. Roll Call Vote. Motion carried 3-0.

IV. OPEN SESSION

3. *Reconvene to Open Session, if required.*

Motion by Meuer, Second by Reynolds-Lair. Motion carried 3-0.

4. *Any Action Needed as a Result of Closed Session*

None.

V. ADJOURN & NEXT MEETING DATE

5. *Motion to Adjourn*

Motion by Meuer, Second by Reynolds-Lair. Motion carried 3-0.

Next Meeting Date: December 10 or December 4 (backup) @ 5 pm

Overview of Time Off

Sick Time	Only can be used for personnel illness or the illness or injury of family in the immediate household, or for medical, dental or vision appointments, or other reasons which qualify under FMLA.	Does NOT require approval but may require a physician’s statement to verify the illness or additional information as requested. The use of more than 3 consecutive days or 6 days in a 30-day period requires a physician’s written statement.
Vacation Time	Vacation time off that has been earned or agreed upon at hire by the employer.	Must be approved by the department head. May be denied if in department head’s sole opinion, the absence will impair the department’s ability to meet its responsibilities.
Comp Time	Employee may elect to accumulate comp time rather than be paid for overtime (1 hour of overtime worked = 1.5 hours of comp time). Must be used in the year earned, otherwise paid out on last paycheck of year.	Must be approved by the department head. May be denied if in the department head’s sole opinion, the absence will impair orderly and efficient operations.
Floating Holiday	Each year, 3 floating holidays + 1 floating holiday for every 10 years of employment with the City are provided to full-time employees. (Prorated for new employees)	Must be approved by the department head. May be denied if in the department head’s sole opinion, the absence will impair the department’s ability to meet its responsibilities.
Personal Leave (Unpaid)	City, in its sole discretion, may grant a personal leave of absence without pay upon written request.	Must be approved by the department head <u>AND</u> the City of Dodgeville Administration & Personnel Committee (Library Board if a library employee). Unpaid leave for medical reasons may only be granted if all available sick leave is used and shall run concurrently with leave provided under FMLA. Employee must submit evidence supporting a request for personal leave. Unpaid leave can be denied for any reason, unless required by law.

Updated: November 21, 2024 – Please see employee handbook for further information