



PERSONNEL AND NEGOTIATING COMMITTEE MEETING AGENDA

April 14, 2026 at 6:10 PM

303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call**
2. **Discussion and Action Regarding Minutes**
 - a. a. November 25, 2025
3. **Discussion and Recommendation Regarding the Amendment of the Employee Handbook, Section 7.4 - Attendance with Inclement Weather**
 - a. a. Employee Handbook
4. **Adjourn**

NOTICE:

It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact City Deputy Clerk Carole Wolff at (608) 747-2706.

Any member of the public wishing to join the meeting telephonically should call City Hall by 4pm the day of the meeting. Staff will be happy to provide instructions on joining the meeting by phone. City Hall main number: 608-847-6676



PERSONNEL AND NEGOTIATING COMMITTEE MEETING MINUTES

November 25, 2025 at 6:15 PM
303 Mansion Street Mauston, WI

- 1. Call to Order/Roll Call:** The Personnel and Negotiating Committee meeting was called to order on November 25, 2025, at 6:15 p.m. by Chair Leanna Hagen. Present were Jim Allaby, Leanna Hagen, and Kayla Thomas. Also present were Mayor Darryl Teske, City Administrator Daron Haugh, and Deputy Clerk Carole Wolff.
- 2. Minutes:** Motion by Allaby, seconded by Thomas, to approve the November 11, 2025 minutes. Motion carried by voice vote.
- 3. 2026-2028 WPPA Bargaining Agreement:** Motion by Thomas, seconded by Allaby, to recommend Council approval of the 2026-2028 WPPA Bargaining agreement. Motion carried by voice vote.
- 4. Adjourn:** Motion by Allaby, seconded by Hagen, to adjourn. Motion carried by voice vote. Meeting adjourned at 6:23 p.m.

Chair

Date

7.4 Attendance

Attendance is a critical component of job performance. It is expected that employees report for work on scheduled days, do not come in late, do not leave early, get permission before coming in late or leaving early, give advance notice of an absence when possible, report absences properly and in a timely manner, and submit medical certification, if required, for illness. Violation of these expectations may lead to discipline up to and including discharge.

It is the policy of the City, pursuant to the principles of public accountability, that taxpayer funds not be used to pay public employees for hours not worked.

~~All employees shall be required to work on their normally scheduled work days regardless of inclement weather conditions. During winter months, the City will attempt to maintain regular business hours during all winter storms. If an employee is unwilling or unable to come to work due to weather conditions, paid leave should be used for any work hours missed. This shall not prevent individual use of flex time and/or working remotely when appropriate and approved by an employee's supervisor.~~

Employees are expected to report to work on their regularly scheduled days, even during inclement weather. The City will make every effort to maintain normal business hours throughout winter storms. If an employee cannot or chooses not to report to work due to weather conditions, they must use benefit time for any missed hours. As an alternative, with supervisor approval, employees may flex their schedule—provided that the missed time is made up within the same work week.

In the event of severe weather, the City Administrator or Mayor may decide to close City Hall after consulting with Department Heads about road conditions and safety. If City Hall is closed, employees will be required to use benefit time for that day.