



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes

Human Resources Committee

Wednesday, September 19, 2018

6:30 PM

Council Chambers, City Hall
Use lower level glass door.

1. Call To Order

Present: 3 - Thieme, Manion and Wilke

Absent: 2 - Cummings and Wells

2. Public Comment

3. Approval of Minutes

[ID#18-1378](#) Approval of the minutes from the August 15, 2018 meeting.

Attachments: [HR Minutes - 8-15-18 - DRAFT.pdf](#)

The Committee unanimously approved the minutes of the August 15, 2018 meeting.

4. Business Items

- A. [ID#18-1186](#) Request of City Assessor Paul Klauck to review and act on the staffing and recommendation of funding of the Clerical Assistant position in the Assessor's Office.

Attachments: [Assessor - Clerical Assistant Coversheet 8-9-18.pdf](#)

[Assessor Staffing Resolution.pdf](#)

[Clerical Assistant-DRAFT - 7-19-18.docx](#)

A motion was made by Wilke, second by Manion to approve the request of City Assessor Paul Klauck to approve funding for a Clerical Assistant position in the Assessor's Office. The motion carried by the following vote: Thieme, Manion and Wilke all voted aye.

- B. [ID#18-1399](#) Request to approve the revisions to HR Policy B-2 - Recruitment, Application, Selection of Applicants for Employment.

Attachments: [B2 Recruitment, and Selection of Applicants - DRAFT - 8-6-18.pdf](#)

A motion was made by Wilke, second by Manion to approve the revisions to HR Policy B-2 - Recruitment, Application, Selection of Applicants for Employment. The motion carried by the following vote: Thieme, Manion and Wilke all voted aye.

- C. [ID#18-1385](#) Request to approve the revisions to HR Policy C-1 - Holidays.

Attachments: [C1 Holidays 2019-2020 Draft-7-26-18.doc](#)

A motion was made by Wilke, second by Manion to approve the revisions to HR Policy C-1 - Holidays. The motion carried by the following vote: Thieme, Manion and Wilke all voted aye.

- D. [ID#18-1402](#) Request to approve the revisions to HR Policy D-3 - Employee Performance and Development Appraisals.

Attachments: [D3 - Employee Performance - DRAFT - 8-6-18.pdf](#)

A motion was made by Wilke, second by Manion to approve the revisions to HR Policy D-3 - Employee Performance and Development Appraisals. The motion carried by the following vote: Thieme, Manion and Wilke all voted aye.

- E. [ID#18-1391](#) Request to approve the revisions to HR Policy F-2 - Salary Plan and Administration.

Attachments: [F2 Salary Plan and Administration - 8-6-18 DRAFT.pdf](#)

A motion was made by Thieme, second by Wilke to approve the revisions to HR Policy F-2 - Salary Plan and Administration. The motion carried by the following vote: Thieme, Manion and Wilke all voted aye.

- F. [ID#18-1409](#) Request to approve the revisions to HR Policy F-3 - Job Evaluation Plan.

Attachments: [F3-Job Evaluation Plan 8-6-18.doc](#)

A motion was made by Manion, second by Wilke to approve the revisions to HR Policy F-3 - Job Evaluation Plan. The motion carried by the following vote: Thieme, Manion and Wilke all voted aye.

5.. Adjournment

Meeting adjourned at 7:44 p.m.

"A majority of the Council members may be in attendance"

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact Fred Abadi, 48 hours prior to the meeting at 524-3600 or by the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.