



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Agenda - Final-revised

Human Resources Committee

Wednesday, September 15, 2021

6:00 PM

Council Chambers, City Hall and Virtually

Register in advance for this webinar:

[https://waukesha-wi.zoom.us/webinar/register/W](https://waukesha-wi.zoom.us/webinar/register/WN_As-TmUj1R0ymjOW847vBDw)

[N_As-TmUj1R](https://waukesha-wi.zoom.us/webinar/register/WN_As-TmUj1R0ymjOW847vBDw)

[0ymjOW847vBDw](https://waukesha-wi.zoom.us/webinar/register/WN_As-TmUj1R0ymjOW847vBDw)

Meeting ID: 994 1859 3180

Passcode: 063532

1. Call To Order

2. Public Comment

3. Approval of Minutes

A. [ID#21-2855](#) Approval of HR Committee Meeting Minutes - July 21, 2021

Attachments: [MeetingMinutes 7-21-21 DRAFT](#)

B. [ID#21-2856](#) Approval of revised HR Committee Meeting Minutes - May 19, 2021

Attachments: [MeetingMinutes 5-19-21 DRAFT - REVISED](#)

4. Business Items

A. [ID#21-2744](#) Citizen Email Policy

Attachments: [Cover Sheet - City Wide Email Policy](#)

Legislative History

9/1/21 Information Technology Board approved

Recommend language implemented to HR committee. ID-2744

B. [ID#21-2741](#) Presentation of Amendment #34 Health Risk Management Agreement for On-Site Medical Services Clinic by City Administrator

Attachments: [ID 21-2741 Clinic Amendment and Cover Letter Sept 2021](#)

C. [ID#21-2766](#) Request to review and approve amendments to HR Policy B8 Human Resources Information Disclosure

Attachments: [#21-2766 B8 HR Information Disclosure Coversheet and Policy](#)

- D. [ID#21-2767](#) Request to review and approve amendments to HR Policy C4 Benefits Election at Retirement-Resignation
Attachments: [#21-2767 C4 Benefits Election at Retirement-Resignation Coversheet and Polic](#)
- E. [ID#21-2769](#) Request to review and approve amendments to HR Policy H4 Administrative Payroll Procedures
Attachments: [#21-2769 H4 Administrative Payroll Procedures Coversheet and Policy 9-15-21](#)
- F. [ID#21-2857](#) Presentation of possible HR Policy B12 Equal Opportunity Employer language update examples from HR Director Vasquez
- G. [ID#21-2858](#) Request to review and approve amendments to HR Policy C3 Leaves of Absence
Attachments: [#21-2858 C3 Leaves of Absence Coversheet and Policy](#)

5. Communications and Referrals:

- A. [REF#20-0002](#) Discuss referral made by Ald Browne at September 7, 2021 Council meeting: Please direct the HR Committee to review the policy for selecting the 2 Aldermen to interview candidates for Director-level positions (as part of this process) when they become available and make recommendations for a more comprehensive procedure.

6. Adjournment

"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 the Public Works department, 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.