



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Draft

Human Resources Committee

Wednesday, May 19, 2021

6:00 PM

Committee Members: Council Chambers
In Person (Limited Capacity) or Virtual
https://waukesha-wi.zoom.us/webinar/register/WN_As-TmUj1R0ymjOW847vBDw

1. Call To Order

Present: 5 - Manion, Browne, R. Lemke, Rodriguez and Wells

2. Public Comment

No public comment

3. Approval of Minutes

3. Approval of Minutes

Aye: 5 - Daniel Manion, Browne, R. Lemke, Rodriguez and Wells

A. [ID#21-2270](#) April 14, 2021 Meeting Minutes

Attachments: [MeetingMinutes 4-14-21 DRAFT](#)

4. Business Items

A. [ID#21-2136](#) Review and act on creating a Part-time AV Technician in the IT Department.

Attachments: [21-2136 Audio Visual Technician Cover Letter and Job Description](#)

IT Director Chris Pofahl discussed reasoning behind need for a part time AV Technician and history of intern inconsistency over the years.

Move to create a part time AV Technician for the IT department, working an average of 12 hours per week; no more than 18 hours per week.

Aye: 5 - Daniel Manion, Browne, R. Lemke, Rodriguez and Wells

B. [ID#21-2271](#) Request to review and approve amendments to HR Policy B4 Separation Policy

Attachments: [B4 Separation Procedure 5-2021](#)

Asst HR Director Kailey Anderson spoke on changes for B4 Separation procedures.

Approve changes to B4 as presented.

Aye: 5 - Daniel Manion, Browne, R. Lemke, Rodriguez and Wells

- C. [ID#21-2272](#) Request to review and replace HR Policy B9 Personnel Record Keeping and Retention with City of Waukesha Records Retention Schedule

Attachments: [B9 Personnel Recordkeeping Retention 2021](#)

[B9 Personnel Recordkeeping and Retention_REPLACE WITH_City Records Retention Schedule](#)

Asst HR Director Kailey Anderson spoke on the retention keeping policy and not needing it in place of the City Retention policy.

Motion to replace HR policy B9 as it stands with the City of Waukesha Retention Schedule.

Aye: 5 - Daniel Manion, Browne, R. Lemke, Rodriguez and Wells

- D. [ID#21-2273](#) Request to review and approve amendments to HR Policy B12 Equal Opportunity Employer

Attachments: [B12 Equal Opportunity Employer Draft 4.2021](#)

Asst HR Director Kailey Anderson spoke on changes to B12 policy.

Approve B12 as written and amended.

Aye: 5 - Daniel Manion, Browne, R. Lemke, Rodriguez and Wells

- E. [ID#21-2274](#) Request to review and approve amendments to HR Policy B13 Employee Political Activity

Attachments: [B13 City Employee Political Activity DRAFT 2021](#)

Asst HR Director Kailey Anderson spoke on changes to B13 policy.

Put B13 policy on hold for further review until updated as discussed.

Aye: 4 - Daniel Manion, Browne, Rodriguez and Wells

Nay: 1 - R. Lemke

5. Adjournment

Adjourned at 7:05pm

"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.