

CITY OF PRESCOTT, WISCONSIN

MARCH 16, 2020 PERSONNEL COMMITTEE

Pursuant to due call and notice thereof, a meeting of Personnel Committee was held Monday, March 16, 2020, 800 Borner St., Prescott, WI 54021.

Call to order/Roll Call: Meeting was called to order by Chair Maureen Otwell. Members present were Dar Hintz. Robert Daugherty was absent. Also present Mayor David Hovel. City Administrator Jayne Brand represented staff.

**Hintz/Otwell motion to approve the minutes for October 7, 2019 passed without a negative voice vote.**

The committee discussed emergency closing policy. We want to keep the offices open as much as possible provided it doesn't put the employees at risk. The department heads will keep the personnel committee and Mayor informed if things change. If a department closes to the public, employees should still report for work. There was discussion on how employees would be paid if they need to take time off. Following Federal guidelines all fulltime employees will be granted 80 hours of sick leave. Part-time employees will be granted sick pay based on the hours they have work for two weeks. There are specific reasons in the Federal guidelines which will be followed when granting these hours. If additional time is needed the employee will need to use the sick time they have earned. If additional time is needed after they are used the city will allow a fulltime employee to go negative 80 hours in their sick time benefit. An employee can choose to use vacation or floating holidays instead of going negative. This policy will go in effect immediately.

Working from home was discussed. This will be up to the department head if an employee is allowed to work from home. City staff is currently working getting technology to be able to work from home.

Discussion was held on how Council and committee meeting could be held. The Governor has issued a ruling allowing meeting to be held using technology. Once staff has this technology in place the Council will be informed as to how it will work.

**Otwell/Hintz motion to adjourn passed without a negative voice vote.**

Respectfully Submitted,

Jayne M. Brand  
City Administrator.