



**PERSONNEL COMMITTEE AGENDA
FEBRUARY 1, 2023
5:00 PM
MUNICIPAL BUILDING
800 BORNER ST
PRESCOTT, WI 54021**

1. Call to Order
2. Roll Call
3. Approve Minutes for November 11, 2022 Meeting
4. City Clerk and Court Clerk Positions
5. 2023 Performance Evaluations Discussion
6. Future Staffing Discussion – Parks and Public Works
7. Other Business
8. Adjourn

Next Meeting: May 3, 2023, at 5:00 PM

NOTICE

ACCESS TO THE MUNICIPAL BUILDING FOR THE DISABLED IS AVAILABLE THROUGH THE MUNICIPAL BUILDING PARKING LOT ENTRANCE. ALL THOSE WITH SPECIAL NEEDS SHOULD CALL CITY HALL OFFICES (715-262-5544) IF ASSISTANCE IS REQUIRED.

IT IS POSSIBLE THAT A QUORUM OF THE COMMON COUNCIL OR OTHER CITY COMMITTEES MAY BE PRESENT AT THIS MEETING. THIS IS INCIDENTAL AND NO ACTION WILL BE TAKEN BY THE COUNCIL OR ANY OTHER COMMITTEES

**CITY OF PRESCOTT, WISCONSIN
NOVEMBER 2, 2022, PERSONNEL COMMITTEE MINUTES**

Pursuant to due call and notice thereof, a meeting of the Personnel Committee was held, November 2, 2022 Municipal Building, 800 Borner Street, Prescott, WI 54021.

Call to Order: Committee Chair Maureen Otwell called the meeting to order at 5:03 pm. Members present were Dar Hintz. Committee Member Ruona was excused. City Administrator Matt Wolf and City Treasurer/Deputy Clerk Elizabeth Lansing represented staff.

1. Approve Minutes for August 3, 2022

Hintz/Otwell motioned to approve the minutes for August 3, 2022, passed without a negative voice vote.

2. Approve Minutes for October 3, 2022

Hintz/Otwell motioned to approve the minutes for October 3, 2022, passed without a negative voice vote.

3. Employee Handbook Final Revisions

- a. The Committee discussed the changes to Vacation/Sick time with new employees starting January 1, 2023 or after having a decreased amount of time they can bank for both Vacation/Sick.
- b. The Committee discussed the addition of three holidays to the employee handbook: MLK Jr. Day, Veterans Day, Day After Thanksgiving. City Hall is already closed for Veterans Day and the Day After Thanksgiving, so the only new holiday requiring closure of City Hall is MLK Jr. Day.
- c. The Committee reviewed the Traveling and Training changes in the handbook that included that travel time to such events shall not be considered part of an employee's normal work schedule until the amount travelled exceeds 60 miles from the Prescott City Hall or is part of their normal day-to-day shift scheduled. The changes also include the following:

“If attendance at such sessions or any duties assigned by the City requires that an employee be away from the City during normal mealtimes, the employee shall be reimbursed based on the City of Prescott Travel Reimbursement Form, which shall be reviewed annually. The employee shall supply the Employer with a receipt for their meal(s) as a prerequisite to obtaining such reimbursement.”

- d. Discussion was had on Payday and Timecard Changes that would change the pay schedule from Sunday – Saturday from the previous schedule of Tuesday – Monday.

Otwell made the motion to approve the changes to the Employee Handbook with the addition of the Day After Thanksgiving as a Holiday bringing the total to 13 for Council to review and approve. Hintz seconded the motion. Motion passed without a negative voice vote.

4. City Clerk Job Description & Posting

The Committee reviewed the City Clerk job description and posting schedule. No changes were requested. Staff stated they would wait to see how many applicants they received before making decisions on how many individuals would be included in the interviews.

Otwell motioned to approve the City Clerk Job Description and Posting Schedule. Hintz seconded the motion. Motion passed without a negative voice vote.

5. Prescott Police Union Contract Review

Committee reviewed the Prescott Police Union Contract. The new contract has a 5.2% increase to salary in 2023 and 2024, increase Police Sgt. Pay by \$.50 in 2024, increase Investigator pay by \$1 in 2023 and an additional \$1 in 2024, amend the Compensation Time language in 14.05, award \$200 additional funding in annual uniform and equipment allowance, and amend Travel & Training section 13.01.

No changes were requested by the Committee.

Otwell motioned to approve the Prescott Police Union Contract to Council for consideration. Hintz seconded the motion. Motion passed without a negative voice vote.

6. Other Business

None

7. Adjournment

Hintz/Otwell motioned to adjourn at 5:54, passed without a negative voice vote.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Matthew J. Wolf", is written over a light blue rectangular background.

Matthew J. Wolf
City Administrator



To: Personnel Committee
From: Matt Wolf, City Administrator
Date: January 27, 2023
Subject: Personnel Committee Memo

City Clerk and Court Clerk Positions

1. At the City Council meeting on January 9, 2023 Rashel Temmers was approved as the City Clerk for the City. Ms. Temmers currently is the Court Clerk for the City. Based on discussion with Council they would like to have further discussion on Ms. Temmers continuing on in both positions. Staff would like to move forward with Ms. Temmers having both positions and if there are issues that arise make changes to hire a Court Clerk if needed. Staff has discussed the arrangement with Judge Eich and he will be attending the meeting as well to offer his input.

2023 Performance Evaluations

2. In 2023 the City will begin doing Annual Performance Evaluations for all full-time staff. Currently both the Police and Library Departments have been completing these evaluations but they have not been placed within a centralized personnel file for each employee. Instead they have been handled by each Department separately. Staff has attached the Performance Evaluation Form used by the City and additionally included the Self-Evaluation Form used by the Library Department. The current plan would be for Performance Evaluations to take place in July and August. Each employee would complete a self-evaluation form that would then aid their supervisor in completing the full evaluation that would be reviewed in a 1-on-1 session. Staff would like the Personnel Committee to review the process and forms to give feedback on changes or improvements.

Future Staffing Discussion

3. Staff would like to have a high-level discussion on future staffing needs specifically as they relate to Parks and Public Works Department and the 2024 Budget. Based on the discussion further feedback would sought from the Parks & Public Works Committee and the City Council.

Attachments

1. Employee Performance Evaluation Form
2. Employee Self-Evaluation Form (Library)

Exhibit A – Employee Performance Evaluation

INSTRUCTIONS FOR COMPLETING ELECTRONICALLY

The Classified Staff Employee Performance Evaluation form was created using Microsoft Word's form completion features. To complete the form electronically, fill in the applicable text or check box fields. After completing one field pressing the tab key to move to the next field. Tab from field to field until the document is completed.

In order to be able to tab between form fields the form must be "protected". If you need to modify this form to suit departmental circumstances you will need to "unprotect" it first. To unprotect the document select the tools menu, then select "Unprotect Document". If you wish to save the modified document in a manner that will allow for tabbing through form fields you will have to first reprotect the document. To reprotect the document select the tools menu then select "Protect Document". A box will display that offers protection options. Select "protect for forms". Though one is offered the option of password protecting the document it is best to avoid this as it may prevent others from making future adjustments to the document when required.

Before making any significant modifications to the form, you should review the proposed the proposed modifications with your unit's Human Resources Consultant



City of Prescott

EMPLOYEE PERFORMANCE EVALUATION (for classified staff)

INSTITUTION/DEPARTMENT Prescott Public Library
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EMPLOYEE'S NAME	CLASSIFICATION TITLE	EVALUATION PERIOD FROM TO	EVALUATION DATE
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PERFORMANCE FACTORS	PERFORMANCE EXPECTATIONS: COMMENTS AND/OR EXAMPLES (ATTACH EXTRA SHEETS IF NEEDED)	RATING
1. QUALITY OF WORK COMPETENCE, ACCURACY, NEATNESS, THOROUGHNESS.		<input type="checkbox"/> OUTSTANDING * <input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> UNSATISFACTORY *
2. QUANTITY OF WORK USE OF TIME, VOLUME OF WORK ACCOMPLISHED, ABILITY TO MEET SCHEDULES, PRODUCTIVITY LEVELS.		<input type="checkbox"/> OUTSTANDING * <input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> UNSATISFACTORY *
3. JOB KNOWLEDGE DEGREE OF TECHNICAL KNOWLEDGE, UNDERSTANDING OF JOB PROCEDURES AND METHODS.		<input type="checkbox"/> OUTSTANDING * <input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> UNSATISFACTORY *
4. WORKING RELATIONSHIPS COOPERATION AND ABILITY TO WORK WITH SUPERVISOR, CO-WORKERS, STUDENTS, AND CLIENTS SERVED.		<input type="checkbox"/> OUTSTANDING * <input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> UNSATISFACTORY *
5. SUPERVISORY SKILLS TRAINING AND DIRECTING SUBORDINATES, DELEGATION, EVALUATING SUBORDINATES, PLANNING AND ORGANIZING WORK, PROBLEM SOLVING, DECISION MAKING ABILITY, ABILITY TO COMMUNICATE.		<input type="checkbox"/> OUTSTANDING * <input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> UNSATISFACTORY *
6. OPTIONAL FACTOR		<input type="checkbox"/> OUTSTANDING * <input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> UNSATISFACTORY *

DEFINITIONS OF PERFORMANCE RATING CATEGORIES

OUTSTANDING * – The employee has exceeded all of the performance expectations for this factor and has made many significant contributions to the efficiency and economy of this organization through such performance.

EXCEEDS EXPECTATIONS – The employee regularly works beyond a majority of the performance expectations of this factor and has made many significant contributions to the efficiency and economy of this organization through such performance.

MEETS EXPECTATIONS – The employee has met the performance expectations for this factor and has contributed to the efficiency and economy of this organization.

NEEDS IMPROVEMENT – The employee has failed to meet one or more of the significant performance expectations for this factor.

UNSATISFACTORY * – The employee has failed to meet the performance expectations for this factor.

* Give specific examples of this employee's performance.

7. **SPECIFIC ACHIEVEMENTS** (Attach additional sheets if necessary)

8. **PERFORMANCE GOALS FOR THE NEXT EVALUATION PERIOD**

9. **TRAINING AND DEVELOPMENT SUGGESTIONS**

10. **ATTENDANCE** (Supervisors Comments)

RATER'S NAME (Print or Type)	RATER'S TITLE	RATER'S SIGNATURE	DATE RATED
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EMPLOYEE'S COMMENTS -

This performance evaluation was discussed with me on the date noted above. I understand that my signature attests only that a personal interview was held with me; it does not necessarily indicate that I agree with the evaluation.	EMPLOYEE'S SIGNATURE	DATE SIGNED
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REVIEWER'S COMMENTS -

REVIEWER'S NAME (Print or Type)	REVIEWER'S TITLE	REVIEWER'S SIGNATURE *	DATE RATED
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800 Borner Street North
Prescott, WI 54021

**Prescott Public Library
Employee Self-Evaluation**

Employee Name	
Position/Title	
Date of Evaluation	
Review Period	
Supervisor	

Please complete the questions listed below and return to the director prior to your performance evaluation. As you complete the form, consider your own personal performance as it relates to your current job description and expectations for the review period.

How would you describe your job performance for this review period?

What are your strengths and how do you put them to use in your position?

What are your weaknesses and how do they impact your job?

What would help you enhance your performance (specific training, equipment, etc.)?

How would you rate your overall performance for this review period? Check which one you feel best applies.
(Definitions on next page)

_____ Outstanding

_____ Exceeds Expectations

_____ Meets Expectations

_____ Needs Improvement

_____ Unsatisfactory

What are your goals for the next evaluation period? (list at least 1)

Employee signature _____ Date: _____

Director signature _____ Date: _____

Definitions of Performance Rating Categories

OUTSTANDING – Has exceeded all of the performance expectations for this factor and has made many significant contributions to the efficiency and economy of this organization through such performance.

EXCEEDS EXPECTATIONS – Regularly works beyond a majority of the performance expectations of this factor and has made many significant contributions to the efficiency and economy of this organization through such performance.

MEETS EXPECTATIONS – Has met the performance expectations for this factor and has contributed to the efficiency and economy of this organization.

NEEDS IMPROVEMENT – Has failed to meet one or more of the significant performance expectations for this factor.

UNSATISFACTORY – Has failed to meet the performance expectations for this factor.