

CITY OF PRESCOTT, WISCONSIN

MAY 4, 2022 PERSONNEL COMMITTEE

Pursuant to due call and notice thereof, a meeting of Personnel Committee was held Wednesday, May 4, 2022 800 Borner St., Prescott, WI 54021.

Call to order/Roll Call: Meeting was called to order by Chair Maureen Otwell. Members present were Bailey Ruona and Dar Hintz. Also, present Mayor Robert Daugherty and City Administrator Matt Wolf.

Hintz/Otwell motion to approve minutes for February 2, 2022 passed without a negative voice vote.

City Administrator Matt Wolf discussed telework policy/contract. This would allow the employees to work one day a week from home. This policy could only be used by employees who can work from home. This would not include public works or police officers as their work would not be able to done from home. The Personnel Committee was in consensus of this policy and city staff will work on the contract.

Discussion was held on the hours of work City Administrator Matt Wolf presented a proposal for city hall to be open 9 hour days on Monday – Thursday and ½ day on Friday. The personnel committee has some concerns about the change in hours and asked city staff to keep track of the number of people at the window and phones on Friday afternoon.

There were some concerns which were brought forward regarding updates in the employee handbook including art work on body, at-will employee and retirement definition. City Administrator Wolf asked that they revisions be reviewed by the third party who helped with the handbook.

There was discussion on PTO verses vacation and sick. The personnel committee stated they should have additional meetings to discuss the employee handbook and PTO.

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

Respectfully Submitted

Jayne M. Brand
City Clerk