

**HUMAN RESOURCES COMMITTEE PROCEEDINGS  
DECEMBER 9, 2013 MEETING**

**MEMBERS PRESENT:** Bob Finsland, Mike Herrick, Denise McDonald, Esther Dalbec (Alternate)

**OTHERS PRESENT:** Debbie Bergstrom, Chris Bronson, Linda Byrnes, Jeff Goetzman, Paul Graden, Jeff Greenfield, Mayor Bruce Hagen, Todd Janigo, Paul Kennelly, Cammi Koneczny, Ed Minter, Mary Morgan, Logan Saline, Lee Sandok Baker, Dana Stone, Jean Vito

The meeting was called to order at 4:00 p.m.

**1) Request to fill position: Assistant Finance Director**

Motion by Herrick, seconded by McDonald, to approve the request to fill the Assistant Finance Director position. APPROVED

**4 2) Approval of the 2014 Salary and Benefit Policy for Non-Union Employees (also known as the "Handbook") along with revised Ordinance, Policies/Departmental Policies, and Job Descriptions.**

- A) Ordinance introduced by the HRC, Repealing and Recreating Chapter 42, Article III, Disciplinary Procedures, of the City of Superior, Wisconsin.**
- B) Work Period Definitions Policy #01.12**
- C) Mandatory versus Non-Mandatory Training Policy #08.05**
- D) Health Plan Eligibility Requirements Policy #11.01.B**
- E) Disciplinary Actions Policy #16.01**
- F) Light Duty Work Policy #20.24**
- G) Pay and Leave Provisions While on an Approved Workers Compensation Leave Policy #21.05**
- H) #235 Contract Language to be approved as "Departmental Policy"**
- I) #244 Contract Language to be approved as "Departmental Policy"**
- J) ESD Operations Staffing and Operator Certification**
- K) Certified Mechanic Job Description**
- L) Master Mechanic Job Description**
- M) Grievance Procedure & Form**

Koneczny gave an overview of the 2014 Non-Union Employee Salary and Benefit Policy, revised ordinance, policies, and job descriptions. A grievance procedure was developed and will also be a part of the Non-Union Salary & Benefits Policy.

Mayor Hagen talked about the grievance procedure. He thanked those who worked on putting the policies and procedures together.

Graden thanked Management for allowing the unions to be a part of the process. He expressed some concerns the #244 union members had: there will no longer be a master seniority list, earned rate system, and the different benefits for different non-union employees. He said that they would be better able to tell how things are working after about a year.

Sandok Baker said that the #235 union members had some of the same concerns about the seniority, mostly looking at the future. They don't want positions eliminated or manipulated by supervisors who may not care for a certain employee. She added that they were happy about the grievance procedure being a part of the policy.

Esther asked if seniority can be put in the policy.

Finsland suggested seeing how things go for a while and maybe make modifications as needed.

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Koneczny explained that there are differences in benefits for different non-union employees. She said that they tried to make the transition from union to non-union as seamless as possible by not changing their benefits. Some benefits do favor one and not the other. She added that the Non-Union Salary and Benefits Policy is a living document and can be modified as needed. Any modifications would need HRC and Council approval.

Mayor Hagen talked about some future changes that will be coming forward. In 2014 he would like a review of all job classifications and update job descriptions. He added that he would like to bring all wages in line where they should be.

Herrick said that the policy was well written, and he hoped that supervisors will take longevity into consideration.

McDonald agreed with Herrick.

Motion by McDonald, seconded by Herrick, to approve agenda items 2 A-M.

**APPROVED**

Motion by Herrick, seconded by McDonald, to adjourn at 4:25 p.m.

**UNANIMOUSLY APPROVED**