

Village of Colfax
Joint Village Board/Personnel Committee Meeting Agenda
Monday, January 30, 2017
6:00 p.m.
Village Hall, 613 Main Street, Colfax, WI

1. Call to Order
2. Roll Call
3. Public Appearances
4. Employee Handbook – discuss the Recruitment and Employment section - Hiring
5. Closed Session - Motion to convene into closed session pursuant to WI Statutes 19.85(1) (c) considering the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises.
 - a. Public Works Employee Yearly Performance Evaluation
 - b. Public Works Director Yearly Performance Evaluation
 - c. Rescue Director Yearly Performance Evaluation
 - d. Administrator-Clerk-Treasurer Yearly Performance Evaluation
 - e. Discuss/consider wages/salaries of Village employees.
6. Open Session – Motion to convene into open session to take any action resulting from the closed session.
 - a. Public Works Employee Yearly Performance Evaluation
 - b. Public Works Director Yearly Performance Evaluation
 - c. Rescue Director Yearly Performance Evaluation
 - d. Administrator-Clerk-Treasurer Yearly Performance Evaluation
 - e. Discuss/consider wages/salaries of Village employees.
7. Adjourn

Any person who has a qualifying disability as defined by the American With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact: Lynn M. Niggemann, 613 Main Street, Colfax, WI (715) 962-3311 by 4:00 p.m. the Friday prior to the meeting so that any necessary arrangements can be made to accommodate each request.

It is possible that members of and possibly a quorum of members of the governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

All testimony before the Hearing Officer shall be taken under oath.

If a court reporter is employed, all costs affiliated with the services of the court reporter and preparation of a transcript of the hearing shall be equally divided and invoiced to both parties.

Representation - The employee and the Village may be assisted by a representative of their own choosing at any point during the grievance procedure.

Miscellaneous Costs

The employee and the Village shall be responsible for its own costs for witnesses and all other out-of-pocket expenses not specifically addressed in this policy, including possible attorney fees.

Any expense incurred by an employee in investigating, preparing or presenting a grievance shall be the sole responsibility of the employee.

Policy Revisions - This policy may be revised or repealed by the Village Board at any time.

RECRUITMENT AND EMPLOYMENT

HIRING

When the Village determines that a vacancy or new position shall be filled, the Village shall typically post a notice of such vacancy or new position for a minimum of ten (10) days if reasonable. The posting shall include the date the position is to be filled, title of position, requirements, and benefits. The Village retains the right to determine whether it will fill the position and when to recruit outside applicants.

The Department Head and Administrator-Clerk-Treasurer shall do the screening and interviewing of applicants for Non Department Head/Supervisor positions. The Administrator-Clerk-Treasurer will make a recommendation to the Village Board for final approval.

DEPARTMENT HEAD POSITIONS

Hiring of Department Heads shall be done through the Village Board and Administrator-Clerk-Treasurer.

NOTIFICATION OF THOSE NOT SELECTED

Candidates that were interviewed and not selected will be notified in writing that the position has been filled.

EMPLOYEE ORIENTATION TO PERSONNEL POLICIES

A copy of the Policies and Procedures Handbook will be provided to each new employee who will be expected to read the document and required to sign an Acknowledgement of Receipt of Handbook.

It shall be the responsibility of the Administrator-Clerk-Treasurer to give each new employee a copy of the Handbook at the time of filling out employment papers and sign form verifying receipt of the document. New employees shall discuss within ten (10) days of hiring any questions regarding Village policies and procedures with the Administrator-Clerk-Treasurer.

EMPLOYEE ORIENTATION PERIOD

All employees, unless otherwise exempted by code, regulation, statute, or policy, placed in new regular full-time and part-time positions must serve a period of orientation of one year, unless otherwise defined by labor contract, rule, or regulation. Casual and seasonal employees shall be subject to an orientation period determined at the time of initial hire by the nature of the position as determined by the Department Head, but in no case shall it exceed the orientation period for regular full-time and part-time positions.

The one year orientation period is designed to give the employee time to learn the position and to give the supervisor time to evaluate the employee's potential and performance.

At the end of the orientation period, the employee is formally evaluated and provided written documentation of progress. It is expected that informal evaluations will be conducted during the course of the orientation period to assess performance and to advise employees of expectations regarding performance. Significant job deficiency(ies) shall be documented in the employee's personnel file.

Under unusual circumstances, the orientation period may be extended. This is only after an evaluation of the situation, the employee's abilities and demonstrated potential. Orientation extension is done only upon recommendation of the Department Head.

If a transferred or promoted employee fails to achieve satisfactory performance in the new position, he/she may be given priority for the first position opening similar to the one previously held if the employee's performance in the previous position was satisfactory. If an employee had not performed satisfactorily in the

previous position, termination from Village employment will be considered.

If an emergency arises during an employee's orientation period which requires a leave of absence, such time off, if granted, will not be considered as time worked and the orientation period shall be extended.

During his/her orientation period, an employee may be terminated at any time by the Village Board by simple majority vote and without the right of appeal. Notification of dismissal in writing shall be provided to the employee and a copy filed in his/her personnel file.

The original copy of the disciplinary action is to be signed by the employee and placed in the employee's personnel file with a copy given to the employee.

POSITION DESCRIPTION

The general duties, responsibilities, and authority of every position shall be set forth in writing with a copy given to each employee for his/her position of employment. Every new employee shall review his/her job description and indicate to his/her supervisor that he/she understands and is aware of the responsibilities and performance expected of him/her.

MAINTENANCE AND REVIEW

Position descriptions and duties may be amended or created. The Department Head/Supervisor shall report recommendations on position descriptions and duties to the Administrator-Clerk-Treasurer. The Administrator-Clerk-Treasurer shall investigate and report their findings to the Village Board for approval. The Village Board may recommend changes in position description's/duties for consideration and approval. The Department Head/Supervisor will periodically review all position descriptions for the revising and updating and based on his/her findings the Village Board may approve recommended changes.

PERSONNEL RECORDS

A personnel file will be maintained by the Administrator-Clerk-Treasurer's office for every employee and will contain records relevant to the employee's position with the Village. State laws govern what records are open to an employee and available for public inspection and will be adhered to by the Village.

RESIDENCY REQUIREMENT

If residency is required, employee shall establish and maintain primary residency within 15 miles of the jurisdictional limits of the Village of Colfax in accordance with statute 66.0502(4)(b). Employee shall have one (1) year to comply with residency requirement.