

City of Fitchburg  
Personnel Committee  
Minutes  
Wednesday, October 21, 2015

Members Present: Carol Poole, Dorothy Krause  
Absent With Excuse: Jason Gonzalez  
Also Present: Lisa Sigurslid, Human Resources Manager; Pat Marsh, City  
Administrator; Mike Zimmerman, Economic Development Director

1. Call to Order – The Personnel Committee Meeting was called to order by Poole at 7:42 a.m.

2. Approval of Minutes of the June 24, 2015 Meeting

*Motion by Krause to approve the June 24, 2015 personnel committee minutes. Motion carried.*

3. Discussion, consideration, and possible approval of employee sabbatical use

Mike Zimmerman, Economic Development Director, presented the committee with a memo requesting the use of sabbatical time of approximately 37 days. The leave would begin no later than December 21<sup>st</sup>, returning no later than February 15, 2016. Motion by Krause to approve Zimmerman's request for use of sabbatical leave. Motion Carried

4. Discussion, consideration, and possible approval of beginning sick leave balance for a new employee.

Motion by Krause to approve a beginning sick leave balance for new employee Daniel Storm. Motion Carried

5. Discussion, consideration, and possible approval of update to paid on-call pay plan administration

Motion by Krause to approve the changes to the paid on-call pay plan as presented. Motion carried.

6. Discussion, consideration, and possible approval of R-112-15 approving the Employee Development Program and Procedures

The committee asked that language be included in the evaluation related to the city's open door policy and the opportunity for further discussions related to the evaluation. Motion by Krause to approve R-112-15 as presented. Motion Carried.

7. Announcements

a. Next meeting to be determined

8. Adjournment

Motion by Krause to adjourn at 8:45 a.m. Motion Carried