



PERSONNEL COMMITTEE MEETING AGENDA

Wednesday, February 5, 2025 at 2:30 P.M.

Sister Bay Liberty Grove Fire Department – 2258 Mill Road – Small Conference Room

For additional information check: www.sisterbaywi.gov and click Meetings

AGENDA

1. Call to Order
2. Roll Call
3. Approve Agenda
4. Approve Meeting Minutes: January 8, 2025 Regular Meeting
5. Comments, Correspondence and Concerns from the Public
6. Discussion/Action Items
 - a) Personnel Committee Bylaws
 - b) Review Personnel Evaluation Forms
7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
8. Next Meeting Date: To Be Determined
9. Adjourn

Public Notice

Questions regarding the nature of the Agenda items or more detail on the items listed can be directed to Julie Schmelzer, Village Administrator, at julie.schmelzer@sisterbaywi.gov. It is possible that members of and possibly a quorum of members of other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid or accommodation at no cost to the individual. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administration Office at 854-4118, (FAX) 854-9637, or by writing to the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administration Building during operating hours (8 a.m. – 4 p.m. weekdays). The Village of Sister Bay is an Equal Opportunity Provider and Employer.

PERSONNEL COMMITTEE MEETING MINUTES

Wednesday, January 8, 2025

(Approval Pending)

Agenda Item No. 1. Call to Order

The January 8, 2025 meeting of the Personnel Committee was called to order by Chair Louise Howson at 11:05 A.M.

Agenda Item No. 2. Roll Call

Present: Chairperson Howson and members Nate Bell and Lilly Orozco.

Staff: Village Administrator Julie Schmelzer and Clerk Heidi Teich

Agenda Item No. 3. Approval of the Agenda

A motion was made by Bell, seconded by Orozco that the Agenda for the January 8, 2025 meeting of the Personnel Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 4. Approval of Minutes

A motion was made by Bell, seconded by Orozco to approve the minutes of the December 17, 2024 meeting of the Personnel Committee as presented. Motion carried – all ayes.

Agenda Item No. 5. Comments, correspondence, and concerns from the public

No correspondence was received for this meeting and no additional comments were shared.

Agenda Item No. 6. Discussion/Action Items

a) Personnel Committee Bylaws

The committee proposed language for bylaws specific to the personnel committee at a prior meeting, and that language was included in the packet for additional discussion at this meeting. During discussion, the committee agreed that item no. 2 should be revised as follows (bolded text added):

*2. Review and establish employee recruiting, hiring, and retention procedures, including review of resumes, observation of interviews of department heads by a member of the committee (typically the Chair) **or their designee**, and above, and participating in all Department Head Exit Interviews.*

It was decided that item no. 4 of the proposed bylaws be amended as follows:

*4. Develop, approve, **review** and ~~annually~~ **annually, as needed.** update personnel policies in the Personnel Handbook*

Regarding the proposed updates to the committee description, the committee determined that item (b) will need to be discussed further after the Personnel Handbook is reviewed and a final procedure for addressing grievances is set. It was clarified that the only time the board would be the first contact in a grievance would be if the grievance was with the administrator. All other grievances will be addressed by the supervisor, if among general employees, or the administrator, if the complaint is with the immediate supervisor.

The committee discussed their authority regarding requests for new positions, as set forth in item (c) of the committee description. They agreed that any recommendations that come from their review should be referred to both the Finance Committee and the Board of Trustees, and that language should be added to the committee description.

b) Personnel Handbook

Schmelzer prepared a tentative draft of the Personnel Handbook which was included in the meeting packet for the members to review. She explained that after this committee has agreed on a good draft, it will be reviewed by the HR consultant for legal issues.

During the review of Schmelzer's edited handbook proposal, the committee determined that the following changes be made:

- "Stand-by Duty" shall be removed completely.
- Compensation for "Call Back" shall only be offered for weekends (Friday, Saturday, Sunday) and holidays. In the event the scheduled On Call employee is not able to report and another employee covers that duty, the responding employee shall be entitled to the Call Back pay.
- The maximum accumulation cap on Compensatory Time shall be no greater than 80 hours.
- The offer of a Flexible Spending Account option shall be removed completely.
- Payments in lieu of benefits for employees who are Medicare-eligible shall cease as of December 31, 2025.

Additional research on the legality of requiring medical examinations and drug testing will be done. Schmelzer will also research the current social media laws to ensure that the handbook contains the most relevant information. In a future draft of the Personnel Handbook, Schmelzer will also provide a hierarchy to follow regarding employee terminations for the committee to review.

In reviewing the Grievance Procedure in the draft handbook, the committee requested that the first paragraph of item no. 4 conclude with the following (bolded text added):

*"...in such case the 7 workday filing may not be possible, and a special exception may be made by the Administrator, or **Personnel Committee Chair, if the matter has been referred to them.**"*

Discussion on the proposed Personnel Handbook will continue at a future meeting.

c) Update: Code Compliance Officer

An offer has been extended, and approved, to hire Carla Heck, a resident of Ephraim, for the Code Compliance Officer position. Ms. Heck will begin work on March 17, 2025.

Agenda Item No. 7. Matters to be placed on a future agenda or referred to a committee, official or employee.

It was the consensus of the committee that the following items be addressed at a future meeting:

- Continued discussion on revisions to the Personnel Handbook
- Discussion on new formats for general staff, supervisor/department head and administrator performance evaluation forms
- The Personnel Review of the Village Administrator shall be referred to the Village Board for their January meeting.

Agenda Item No. 8. Next Meeting Date

The next regular meeting of the Personnel Committee will take place on Wednesday, January 29, 2025 at 2:00 P.M.

Agenda Item No. 9. Adjourn

A motion was made by Orozco, seconded by Bell to adjourn the January 8, 2025 meeting of the Personnel Committee at 12:50 P.M. Motion carried – all ayes.

Respectfully submitted,



Heidi Teich
Village Clerk



STAFF REPORT - BYLAWS

Date: February 5, 2025

To: VOSB Personnel Committee

From: Julie Schmelzer, Village Administrator

Re: Bylaws discussions from October and January meetings

Previously discussed and recommended for adoption is below. Staff questions the need for the words in red font.

Committee recommended changes to the Committee Bylaws:

1. *Approve, implement, and maintain a mechanism for the performance evaluation of employees.*
2. *Review and establish employee recruiting, hiring and retention procedures, including review of resumes, observation of interviews of department heads by a member of the committee (typically the Chair) or their designee, **and above**, and participating in all Department Head Exit Interviews.*
3. *Recommend compensation schedules to the Finance Committee.*
4. *Develop, approve and annually update personnel policies in the Personnel Handbook.*
5. *Consider recommendations from the Village Administrator for the organizational structure and staffing levels of Village departments.*
6. *Review departmental requests for creation, deletion, reallocation, and changes in ~~of~~ position (not an individual).*
7. *Periodically review employment application forms and hiring guidelines,*
8. *Responsible for recruitment and hiring of the Village Administrator.*
9. *Conduct an annual performance evaluation of the Administrator and make recommendations to the Board.*

They also proposed changes to the committee description:

The Personnel Committee shall consist of three trustees. The Personnel Committee shall:

(a) Consider and review all matters relating to wages, hours, fringe benefits and conditions of employment for Village employees, including discipline, promotion and job descriptions;

(b) Act on grievances submitted by employees and be the arbitrator between the employees and the Village Board;

(c) Review requests for new positions from committees; and,

(d) Prepare an annual budget and submit it to the Finance Director to present to the Finance Committee.

It was also decided to hold off on 'b' above until the Handbook is updated with a grievance procedure. Any recommended changes would be presented to the Board when they update their and the various committees' bylaws.



STAFF REPORT – PERSONNEL EVALUATIONS

Date: February 5, 2025

To: VOSB Personnel Committee

From: Julie Schmelzer, Village Administrator

Re: Review Evaluation Forms

Attached are the evaluation forms used by the village. Any changes recommended by the committee will be considered when staff updates the forms for the general employees and department heads. The evaluation form for the Administrator is the responsibility of the committee.

From what I can tell from the file, most of these forms were revised in 2014, 2022, and 2023.



Employee Name: _____

Job Title/Dept: _____

Date of Hire: _____

Supervisor/Reviewer: _____

Review Period: _____

Today's Date: _____

Employee Performance Evaluation

The purpose for completing an Employee Performance Evaluation is that it serves as an important review of an employee's development. The Village can measure an employee's progress within a realistic, defined timeframe. This also provides the employee with the opportunity to communicate with management regarding their job satisfaction, job training, and any other questions or concerns they may have. The goal is to build a solid relationship between the employee and the manager to ensure the long-term success of the employee in the organization.

Supervisors should review the following questions and rate the employee on how you feel the employee has met the expectations. Circle the statement which fits. After each question, provide justification for the rating and address ways in which the employee could improve.

Job Knowledge: Employee keeps up to date on all aspects of their job responsibilities including recent trends and new concepts to improve their ability to perform their job as well as anyone could.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

Availability: Employee makes sure to be on-time to work and ready to perform their duties when expected. They likewise make sure to get days in which they will be off or be unable to work approved by their supervisor. Employee is available for extra meetings and training to help the overall effective decision making of the Village.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

Relationships with Peers and Management: Employee keeps peers informed of pertinent job tasks, projects, results, and problems. They relay information at appropriate times. Employee seeks and offers peers assistance and advice when needed. They treat co-workers with respect and courtesy.



They comply with Department Head instructions. Employee works with the Department Head to continually see how they can improve efficiency within the Village.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

Job Productivity: Employee completes all tasks on a timely basis and helps others to do the same. They not only look to complete their tasks but look to find new things to do to improve the Village.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

Work Relationship with the Public: Employee consciously makes their best effort to be helpful and friendly to residents and resolves conflict with minimal confrontation. They always remember that residents are the ultimate boss and do whatever they are able to do to make them happy. Understanding that they can never make everyone happy, the employee makes every attempt to let residents know that their opinions matter and are taken into consideration.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

Initiative: Employee demonstrates an ability to think and act independently while originating innovative ideas to make themselves and others more productive.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

Problem Solving: Employee demonstrates an ability to solve problems and make decisions on day-to-day situations that develop in the workplace. They work well under pressure.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____



Conflict Resolution: Employee demonstrates a skill to minimize conflicts within the Village's staff, by encouraging open lines of communication, treating all staff fairly, fostering team spirit, and maintaining an air of professionalism and credibility.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

Time Management: Employee demonstrates an ability to consistently meet deadlines through proper delegation of work, control over ongoing projects, and minimizing stress in the workplace. They develop achievable objectives and set logical and effective courses of action. Residents that come to their workplace would not see the employee excessively visiting with others.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

Cooperation: Employee demonstrates a willingness to work with associates, building relationships with others. They respond well to changes to procedure, processes, responsibility, and assignments.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

OVERALL PERFORMANCE: Employee is as good a contributor to the Village as anyone could be in their job position. They truly come to work each day dedicated to making Sister Bay a better place to live, work, and play.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

What were the goals for the prior year and were those goals met?

Goals for the upcoming year are:



Where my supervisor could help me improve is:

Employee's Signature: _____

Supervisor Signature: _____

Date of review: _____

This evaluation will be placed in the employee's personnel records.

Additional comments from either the supervisor or the employee may be added below.

**Optional New Employee Performance Appraisal****Employee Name:****Job Title/Dept:****Date of Hire:****Supervisor/Reviewer:****Review Period:****Today's Date:**

The purpose for completing an Employee Performance Appraisal is that it serves as an important review of an employee's development. The Village can measure an employee's progress within a realistic, defined timeframe. This also provides the employee with the opportunity to communicate with management regarding their job satisfaction, job training, and any other questions or concerns they may have. The goal is to build a solid relationship between the employee and the manager to ensure the long-term success of the employee in the organization.

New Employee: Please review the following questions and circle the number by which you feel you fit. After each question, write how you feel you could increase that number or what you have done to achieve that number. Use your self-evaluation in discussions with your supervisor.

Supervisor: The supervisor is responsible for completing this form. Then, review the form with the employee and discuss the ratings and comments. Once complete, return it to Human Resources. Supervisors should refer to the employee's job description and should focus on the employee's ability to perform the duties listed in the job description.

Current Responsibilities (attach the job description and briefly describe the employee's current responsibilities, noting any significant changes):

Performance Appraisal

Evaluate the employee based on the criteria below. Discuss areas of excellence and areas of needed improvement. Provide specific examples when possible. Be specific when discussing areas of improvement and identify an action plan for further development.

Job Knowledge: The extent to which the employee knows how and why to do all phases of assigned work, given the employee's length of time in their current position.

Unsatisfactory

1

2

3

4

Satisfactory

5

6

7

8

Excellent

9

Comments:



Employee Name: _____

Job Title/Dept: _____

Date of Hire: _____

Supervisor/Reviewer: _____

Review Period: _____

Today's Date: _____

Employee Performance Evaluation

The purpose for completing an Employee Performance Evaluation is that it serves as an important review of an employee's development. The Village can measure an employee's progress within a realistic, defined timeframe. This also provides the employee with the opportunity to communicate with management regarding their job satisfaction, job training, and any other questions or concerns they may have. The goal is to build a solid relationship between the employee and the manager to ensure the long-term success of the employee in the organization.

Supervisors should review the following questions and rate the employee on how you feel the employee has met the expectations. Circle the statement which fits. After each question, provide justification for the rating and address ways in which the employee could improve.

Job Knowledge: Employee keeps up to date on all aspects of their job responsibilities including recent trends and new concepts to improve their ability to perform their job as well as anyone could.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

Availability: Employee makes sure to be on-time to work and ready to perform their duties when expected. They likewise make sure to let the Administrator be aware of days in which they will be off or be unable to work. Employee is available for extra meetings and training to help the overall effective decision making of the Village.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

Managerial Skills: Employee effectively directs the operations and staff of their department, fosters an efficient and productive work environment, builds morale, and guides and develops subordinates. Employee stimulates staff to do their best and inspires confidence, respect, enthusiasm, and cooperation.



Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

Relationships with peers and administration: Employee keeps peers informed of pertinent job tasks, projects, results, and problems. They relay information at appropriate times. They seek and offer peers assistance and advice when needed. Employee treats co-workers with respect and courtesy. Employee complies with Village Administrator's instructions. They work with the Administrator to continually see how they can improve efficiency within the Village.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

Job Productivity: Employee completes all tasks on a timely basis and helps others to do the same. They not only look to complete their tasks but look to find new things to do to improve the Village.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

Work Relationship with the Public: Employee consciously makes their best effort to be helpful and friendly to residents and resolves conflict with minimal confrontation. They always remember that residents are the ultimate boss and do whatever they are able to do to make them happy. Understanding that they can never make everyone happy, the employee makes every attempt to let residents know that their opinions matter and are taken into consideration.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

Initiative: Employee demonstrates an ability to think and act independently while originating innovative ideas to make themselves and others more productive.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____



Problem Solving: Employee demonstrates an ability to solve problems and make decisions on day-to-day situations that develop in the workplace. They work well under pressure.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

Conflict Resolution: Employee demonstrates a skill to minimize conflicts within the Village's staff, by encouraging open lines of communication, treating all staff fairly, fostering team spirit, and maintaining an air of professionalism and credibility.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

Time Management: Employee demonstrates an ability to consistently meet deadlines through proper delegation of work, control over ongoing projects, and minimizing stress in the workplace. They develop achievable objectives and set logical and effective courses of action. Residents that come to their workplace would not see the employee excessively visiting with others.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

Cooperation: Employee demonstrates a willingness to work with associates, building relationships with subordinates, supervisors, and others. They respond well to changes to procedure, processes, responsibility, and assignments.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

Budget Planning and Control: Employee demonstrates accurate budget predictions. They introduce cost savings measures. Employee stays within budget predictions.



Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

OVERALL PERFORMANCE: Employee is as good a contributor to the Village as anyone could be in their job position. They truly come to work each day dedicated to making Sister Bay a better place to live, work, and play.

Does not meet expectations

Meets Expectations

Greatly Exceeds Expectations

MGMT Comments: _____

What were the goals for the prior year and were those goals met?

Goals for the upcoming year are:

Where my supervisor could help me improve is:

Employee's Signature: _____

Supervisor Signature: _____

Date of review: _____

This evaluation will be placed in the employee's personnel records.

Additional comments from either the supervisor or the employee may be added below.

**Administrator Evaluation****Employee Name:****Job Title/Dept:****Administrator****Date of Hire:****Trustee:****Review Period:****Today's Date:**

The purpose for completing an annual evaluation is that it serves as an important review of an employee's development. The Village can measure an employee's progress within a realistic, defined timeframe. This also provides the employee with the opportunity to communicate with management regarding their job satisfaction, job training, and any other questions or concerns they may have. The goal is to build a solid relationship between the administrator and the board to ensure the long-term success of the Village.

Trustee: Each trustee is responsible for completing this form. Trustees should refer to the employee's job description and should focus on the employee's ability to perform the duties listed in the job description. Then, the Personnel Committee will review all the evaluations and create on consolidated evaluation. That evaluation will be reviewed with the Administrator and the Board at a future meeting.

Current Responsibilities (attach the job description and briefly describe the employee's current responsibilities, noting any significant changes):

Performance Appraisal

Evaluate the employee based on the criteria below. Discuss areas of excellence and areas of needed improvement. Provide specific examples when possible. Be specific when discussing areas of improvement and identify an action plan for further development.

Job Knowledge: The extent to which the employee knows how and why to do all phases of assigned work, given the employee's length of time in their current position.

Unsatisfactory Satisfactory Excellent
1 2 3 4 5 6 7 8 9

Comments:

Punctuality and Timeliness: The extent to which the employee accomplishes assigned work of a specified quality within a defined period of time.

Unsatisfactory Satisfactory Excellent



1	2	3	4	5	6	7	8	9
<i>Comments:</i>								
Quality of Work: The extent to which the employee's work is thorough, well-executed, effective, and accurate.								
Unsatisfactory			Satisfactory			Excellent		
1	2	3	4	5	6	7	8	9
<i>Comments:</i>								
Relationship with Management: The manner in which the employee responds to supervisory directions and comments. The extent to which the employee seeks counsel from the board on ways to improve performance and follows such direction or advice.								
Unsatisfactory			Satisfactory			Excellent		
1	2	3	4	5	6	7	8	9
<i>Comments:</i>								
Relationship with Peers and Public: The extent to which the employee gets along with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with others.								
Unsatisfactory			Satisfactory			Excellent		
1	2	3	4	5	6	7	8	9
<i>Comments:</i>								
Availability and Attendance: The extent to which the employee arrives on time and demonstrates consistent attendance. The extent to which the employee contacts supervisor on a timely basis when late or absent. The availability of the employee in responding to management contact during working hours.								
Unsatisfactory			Satisfactory			Excellent		
1	2	3	4	5	6	7	8	9
<i>Comments:</i>								
Problem Solving and Judgement: The extent to which the employee is able to solve problems and make decisions on day-to-day situations that develop in the workplace. The extent to which the employee makes sound decisions and appropriate choices.								



Unsatisfactory

1

2

3

4

Satisfactory

5

6

7

8

Excellent

9

*Comments:***Additional Comments:****Supervisor Signature:** _____**Date:** _____

This appraisal will be placed in the employee's personnel record.



Problem Solving and Judgement: The extent to which the Administrator is able to solve problems and make decisions on day-to-day situations that develop in the workplace. The extent to which the Administrator makes sound decisions and appropriate choices.

Unsatisfactory

1

2

3

4

Satisfactory

5

6

7

8

Excellent

9

Comments:

**General Additional
Comments:**

This appraisal will be placed in the Administrator's personnel record.