

AGENDA
PERSONNEL COMMITTEE MEETING
Tuesday, May 10, 2022 at 6:30 p.m.
Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Approval of Minutes for the Personnel Committee Meeting of October 12, 2021
3. Closed session pursuant to Wis. Stats. § 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility" and 19.85(1)(e) "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." The closed session is for the following purposes: The closed session is for the following purposes:
 - Review the proposal for engaging in collective bargaining with the police association, where members of this Committee may be involved in collective bargaining negotiations.
4. Reconvene into Open Session
5. Possible action related to the closed session, including approval of the proposed Physical Fitness Incentive Program.
6. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Village Hall at least one (1) business day prior to the meeting.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

DRAFT MINUTES

Personnel Committee Meeting

Tuesday, October 12, 2021 at 6:00 p.m.

Jackson Village Hall

N168W20733 Main Street

Jackson, WI 53037

1. Call to Order and Roll Call

Pres. Schwab called the meeting to order at 6:00 p.m.

Members Present: Trustees Emmrich and Heckendorf.

Staff Present: Administrator Jen Keller, Fire Chief Aaron Swaney, and Administrative Assistant Tiffany Washburn

2. Approval of Minutes for the Personnel Committee Meeting of September 14, 2021

Motion by Tr. Emmrich, second by Tr. Heckendorf to approve the Personnel Committee minutes of September 14, 2021, as presented.

Vote: 3 ayes, 0 nays. Motion carried.

3. Discuss Revision Process of 2013 Adopted Employee Handbook

Administrator Keller provided an update and stated Attorneys were reviewing employment laws within the Handbook and Staff would bring an amended handbook before the committee in 2022. Discussion ensued.

4. Discuss Employee Appreciation Program

Administrator Keller provided an update and stated the Village hosts an employee welcome and appreciation luncheon during the holiday season which could incorporate gifts to recognize work anniversaries and be added to the amended employee handbook. Discussion ensued.

5. Discussion and Possible Action on Administrative Staffing Change

Administrator Keller shared details regarding the proposed part time Administrative Offices position. Discussion ensued.

Motion by Pres. Schwab, second by Tr. Heckendorf to recommend approval of Administrative Staffing Change to include one part-time employee for hiring in 2021.

Administrator Keller confirmed that the position is part-time, compensated on an hourly basis and will not include fringe benefits.

Vote: 3 ayes, 0 nays. Motion carried.

6. Closed session pursuant to Wis. Stats. 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." The closed session is for the following purposes:

- **Discussing Jackson Fire Department Staffing**

Motion by Pres. Schwab, second by Tr. Emmrich to convene into closed session at 6:18 p.m. to include the Personnel Committee, Village Administrator and the Village Fire Chief.

Roll Call Vote: 3 ayes, 0 nays. Motion carried.

7. Reconvene into Open Session

Motion by Pres. Schwab, second by Tr. Heckendorf to reconvene into Open Session at 6:41 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

8. Possible action related to the closed session, including possible Jackson Fire Department Staffing.

Motion by Pres. Schwab, second by Tr. Emmrich to direct the Village Staff, Chief Swaney and Administrator Keller, to create a Request for Proposal for a firm to perform a personnel study with regard to the Fire Department for approval by Village Board.

Vote: 3 ayes, 0 nays. Motion carried.

9. Adjourn

Motion by Pres. Schwab, second by Tr. Emmrich to adjourn at 6:43 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted:

Tiffany Washburn
Administrative Assistant

MATTER OF:



TO: Chief Vossekul
FROM: Sgt. Brinks & Ofc. Welch
DATE: 05/01/2022
SUBJECT: Physical Fitness Incentive Proposal Third Draft

Chief-

The physical fitness incentive has been further discussed with the union and we have the following proposal:

PHYSICAL FITNESS PROGRAM

Section X.01: In recognition of the importance that physical fitness plays in the general health and wellbeing of police officers and in consideration of the relationship between good health, wellbeing, and effective police services, the following physical fitness program is implemented effective the date of this MOU.

- A. Participation:** The physical fitness program shall be voluntary
- B. Frequency:** The test will be given twice (2x) a year, once in the spring and once in the fall. Personnel will be notified at least 1 month in advance of the actual test dates if practicable.
- C. Medical Certification:** All employees are responsible for determining their fitness to participate in the testing process.
- D. Fitness Coordinator:** The physical fitness coordinator(s) designated by the Chief of police will be the governing body for the physical fitness testing. The coordinator(s) will conduct the actual testing and certify the test results.
- E. Assessment Testing:** The physical fitness program shall contain five (5) events.
 - 1. Cardiovascular Endurance - 1.5 mile run
 - a. Test will be conducted on a circular track or other suitable area
 - b. Each participant will be timed for a distance of 1.5 miles
 - c. A time of 16:57 or less is a passing score
 - 2. Upper Body Strength – Push-Ups
 - a. One minute time limit
 - b. 23 push-ups within the time limit is a passing score

3. Abdominal Strength – Sit-ups
 - a. One minute time limit
 - b. 30 sit-ups within the time limit is a passing score
4. Anaerobic Power – Vertical Jump
 - a. While standing, both arms outstretched overhead next to wall will determine starting point.
 - b. Vertically jump with arm reaching as high on the wall as possible
 - c. Best of three attempts will be scored
 - d. A jump height of 14 inches or more is a passing score
5. Anaerobic Power – 300 Meter Run
 - a. Test will be conducted on a circular track or other suitable area
 - b. Each participant will be timed for a distance of 300 meters
 - c. A time of 68 seconds or less is a passing score

F. Benefits and Incentive: Officers who choose to participate must take the assessment at least once a year. Officers who do not pass all tests in the spring and choose to try again in the fall must retake all tests. If an officer fails to pass all tests in both attempts, the better score will stand.

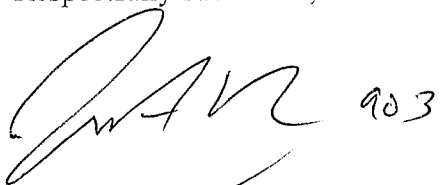
If all tests are passed, a fitness incentive of \$500 will be paid to the officer. If all but one test is passed, a fitness incentive of \$250 will be paid to the officer. If all but two tests are passed, a fitness incentive of \$200 will be paid to the officer. Officers are not eligible to earn two incentives (I.E. pass all tests in the spring and fall and get \$1,000).

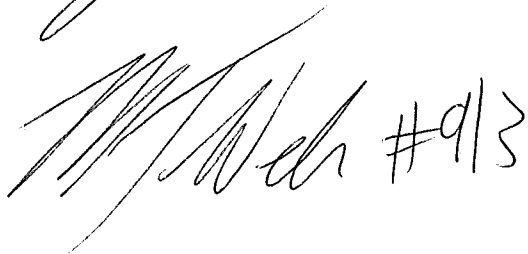
Employees who voluntarily participate in the program and achieve a level of passing or acceptable as listed above shall receive their designated fitness incentive on the first paycheck in December of each year. An employee who resigns, retires, or is terminated within eight (8) weeks of testing will forfeit the incentive reimbursement.

G. Physical Fitness Testing Compensation: Each employee who voluntarily participates in the physical fitness testing shall be entitled to two (2) hours of compensatory time off if the employee participates in the testing procedure while off duty. Employees who participate in the voluntary physical fitness testing shall be considered on duty and eligible for workers compensation if they incur an injury. However, the employer and association agree that any preparation for the actual test will not be considered on duty time and as such, will not qualify an employee for workers compensation if they sustain an injury during their regular off duty workouts.

H. Physical Fitness Test Result Records: The recorded test results of the employees who voluntarily participate in the physical fitness program shall be kept in the medical records file of the Jackson Police Department. The employer agrees that the test results and the participation of an employee in the voluntary physical fitness program shall not be used as a criteria for any future promotions or assignments.

Respectfully submitted,

 J. A. V. 903

 M. W. H. #913