

A Quorum of the Common Council, Administration Committee, Board of Public Works, Plan Commission, Redevelopment Authority, and other City bodies may attend this meeting, though no official action of these bodies will be taken.



PERSONNEL COMMITTEE MEETING AGENDA

Monday, December 1, 2025 at 7:00 PM

**First Floor Conference Rooms
100 Main Street, Menasha, WI**

or immediately following the Board of Public Works meeting

A. Call to Order

B. Roll Call

C. Minutes to Approve

1. Personnel Committee, 11/3/25

D. Discussion / Action Items

1. Updates to City of Menasha Employee Handbook, Effective January 1, 2026

E. Adjournment

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."



PERSONNEL COMMITTEE MINUTES
Monday, November 3, 2025 at 6:45 PM
First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Perkins at 8:33 pm.

B. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella,
Mayor Hammond

Also Present: FD Sassman, DPW Merten, PC Thorn, CA Struve, Clerk Snyder

C. MINUTES TO APPROVE

1. Personnel Committee, 4/15/25

Motion by District 5 Alderperson Lewis, seconded by District 7 Alderperson
Grade to approve.

Motion carried 9-0 on roll call.

D. DISCUSSION / ACTION ITEMS

**1. Amendment to the 2025 Memorandum of Agreement (MOA) between the City
of Menasha and the Menasha Professional Police Association WPPA/LEER
Local 603**

Motion by District 5 Alderperson Lewis, seconded by District 3 Alderperson
Hale to approve.

Motion carried 9-0 on roll call.

Discussion considered the collaboration between the City of Menasha and the
Menasha Professional Police Association. Discussion additionally considered
the progress of this relationship and the benefits it brings to the community as
other resources may be allocated to areas otherwise overlooked.

Staff advised on the historical background surrounding this MOA. Specifically,
this MOA encompasses a new schedule for the Menasha Police Department
officers and the removal of a physical fitness incentive program. October
presented the first opportunity to assess this new schedule and its effect on
the reduction of overtime. The purpose of the motion sought is to allow
payment to those who chose to participate in the physical fitness incentive
program, knowing that there may not be funds to appropriate for this incentive
due to the potential non-reduction in overtime.

2. Memorandum of Agreement (MOA) between the City of Menasha and the

Menasha Professional Police Association WPPA/LEER Local 603, Effective January 1, 2026 - December 31, 2026

Motion by District 5 Alderperson Lewis, seconded by District 3 Alderperson Hale to approve.

Motion carried 9-0 on roll call.

E. ADJOURNMENT

Motion by District 5 Alderperson Lewis seconded by Mayor Hammond to adjourn the Personnel Committee meeting at 8:51 pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.

MEMORANDUM

DATE November 23, 2025
TO Personnel Committee

FROM Margaret J. Struve, City Attorney
Kimberly Cardoza, Human Resources Manager

RE Proposed Updates to Employee Handbook, Effective January 1, 2026

Upon annual review of the City of Menasha Employee Handbook (last reviewed and revised effective January 1, 2024), and proposed changes having been shared with the Personnel Committee Chair and Mayor, before you are two proposed recommended revisions. One proposed change is characterized as “minor,” as it simply revises the health care appendix, removing the POS plans consistent with this body’s recent approval for employee health insurance, and referencing “offered plan(s)” instead of specifying the offered plans so as to avoid a potential reoccurring annual need for change.

The second proposed change is substantive, as it refers to when employees receive an elevation in number of days. This proposal does not changes the total amount of vacation an employee earns. Instead, it changes when the newly earned vacation is awarded. Currently, when an employee reaches a benchmark year that qualifies them for an additional week of vacation, the additional time is awarded on their anniversary date. Under the proposed revision, the award date would shift from the anniversary date to January 1. This adjustment will simplify administration for both the City and employees, particularly when anniversary dates occur near the end of the calendar year. In addition, it will align with the Police Collective Bargaining Agreement, ensuring consistency throughout the City. These two proposed changes are itemized by section and in redline form below:

1. 211 Vacation¹

A new non-represented regular full-time employee is eligible for up to ten (10) vacation days upon hire (pro-rated based on the month of hire). As of January 1, following an employee’s date of hire, vacation will be on a calendar year basis. A new non-represented salaried employee is eligible for fifteen (15) vacation days upon hire (pro-rated based on month of hire).

Vacation leave, with pay, shall be granted to non-represented regular full-time employees based upon the following schedule:

Hourly:

Upon Hire - 10 days (prorated)

After 6 years of service - 15 days

After 13 years of service - 20 days

After 18 years of service - 25 days

Salary:

Upon Hire-15 days (prorated)

After 6 years of service-20 days

After 13 years of service-25 days

Department Heads:

Upon Hire – 15 days (prorated)

Each January after hire – 20 days

After 6 years of service – 25 days

Years of service are determined by an employee's hire date. Vacation must be approved in advance by the employee's Department Head and shall be scheduled at a mutually convenient time. Department Heads shall schedule their vacation with approval from the Mayor.

Vacation earned but not taken, up to a maximum of 5 days, may be carried over to the following calendar year. For exempt, salaried employees, additional vacation days may be carried over to the following calendar year as approved by the Mayor. Vacation days earned but not used or carried over will be forfeited. All vacation carry-over days will be forfeited if not used before March 31 and are not paid out at termination.

As of January 1 of each calendar year, employees shall be credited with vacation. Additional vacation eligibility during a calendar year shall be credited on **January 1** ~~the anniversary of the employee's hire date~~. Holidays occurring during scheduled vacation periods shall not be counted against the vacation allowance. Employees must be actively employed on December 31 to be credited with vacation on each January 1.

In exceptional cases, an enhanced vacation allowance may be necessary for new employees. Any enhanced vacation offer must be approved in advance by the City's Common Council.

Upon termination of employment, earned but unused vacation shall be paid to the employee at the employee's normal salary rate as authorized by the Human Resources Department. Except that an employee whose employment terminates prior to the end of the introductory period will not be paid for unused vacation, floating holiday or other paid benefits.

Regular part-time non-represented employees shall receive prorated vacation benefits based on a ratio of hours actually worked compared to full-time hours. Time worked as a regular part-time employee, when followed immediately by regular full-time employment, shall be included in computing length of continuous service for vacation leave. In cases where an employee has a break in City service, a regular employee's years of service shall be accumulated from the most recent date of hire.

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Note: This proposed change standardizes the timing of vacation awards by moving the effective date to January 1 of the eligible year.

Staff also has one proposed change to the following appendix summarized below:

2. APPENDIX I – HEALTH, DENTAL AND VISION INSURANCE

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~~Effective January 1, 2024, e~~ Employees participating in the health, dental and vision insurance plans are required to contribute toward the monthly premiums of these plans. For Health insurance, City premium share is 90% of the total premium cost of ~~HMO-13 or HMO-14 offered plan(s). For POS-15 and POS-16 plans, the City pays a defined contribution which is 90% of HMO-14 plan.~~ For Dental and Vision, City premium share is 90% of the total premium cost for each. Employees are responsible for the remaining premium costs.

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Note: These proposed changes are made to update and reflect the City's recently approved Health, Dental and Vision Insurance benefits, including the Family Advantage Health Program (FAHP) option for employees.

These changes, if approved, would take effect January 1, 2026.

RECOMMENDED MOTION: Move to approve and refer to Common Council for approval the two proposed changes to (1) 211 Vacation; and (2) Appendix I Health Insurance, as recommended by staff, effective January 1, 2026.