

**CITY OF EDGERTON  
CITY HALL  
12 ALBION STREET  
PERSONNEL COMMITTEE**

**Monday, November 18, 2024 at 6:20 pm**

**NOTICE:** The meeting noticed above will also be live streamed on a Zoom platform: To view the meeting, please select the link to the meeting listed on the **calendar events** on the City website's home page at [www.cityofedgerton.com](http://www.cityofedgerton.com). Due to occasional technical difficulties, citizen participation via Zoom may not be possible.

1. Call to order; Roll call
2. Confirmation of Meeting Notice posted Friday, November 15, 2024.
3. Consider November 4, 2024 Personnel Committee minutes.
4. Discuss MOU with the WPPA regarding wage and benefits for police academy employees.
5. Consider wage for police patrol lateral transfer employee.
6. Staff Reports.
7. Adjourn.

cc: Mayor  
Department Heads

All Council Members  
Newspapers

Notice: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone: (608) 884-3341.

**NOVEMBER 4, 2024 PERSONNEL COMMITTEE MEETING MINUTES  
CITY OF EDGERTON**

Chairperson Candy Davis called the meeting to order at 5:45 p.m.

Present: Candy Davis, Tim Shaw, and Jim Burdick.

Others Present: City Administrator Ramona Flanigan, Police Chief Robert Kowalski, Library Director Beth Krebs-Smith, and Mayor Christopher Lund.

Flanigan confirmed the meeting agenda was properly posted on Friday, November 1, 2024 at the Post Office, Edgerton Library, City Hall and the City's website.

**MINUTES:** A Tim Shaw/James Burdick motion to approve the October 7, 2024 Personnel Committee meeting minutes passed, all voted in favor.

**DISCUSS MUNICIPAL SERVICES DIRECTOR POSITION HIRING PROCESS:**

Steps previously taken in the hiring process that the committee should consider were: applicants completed written questions in advance of the first interview, and three outside professionals were asked to participate in the interviews. The committee agreed to follow these same steps along with interviewing all four applicants.

**CONSIDER PERSONNEL POLICY REGARDING PTO USE:**

Currently the policy states that employees terminating employment shall not be allowed to use or be paid for used sick leave or PTO during the last week of employment without a written and signed doctor's excuse. Since some staff accrue vacation time and some PTO, staff recommends removing this language.

A Tim Shaw/Candy Davis motion to update the personnel policy as presented on the compensation payouts, along with some grammatical changes, passed on a 3/0 roll call vote.

Being no other business before the Committee, a Tim Shaw/Candy Davis motion to adjourn passed, all voted in favor.

Ramona Flanigan/Ino  
City Administrator

# Memo

To: Personnel Committee  
From: Staff  
Date: 11/15/2024  
Re: November 18, 2024 meeting

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**Wage for Lateral transfer employee:** The Police Commission recently appointed a new patrol officer. The officer has prior experience. Please recall the Council recently approved and MOU with the WPPA union to allow the Chief to set the wage of an incoming officer who has prior, relevant experience. The Police Chief recommends the employee start at the one-year wage step to recognize his prior experience.

**Academy Pay:** As it has become more difficult to attract officers, many communities are adopting policies to pay employees while they are attending the police academy. The attached MOU provides policies for pay and benefits for officers who have been sworn in and are attending the Police Academy. The major points of the MOU are: the employee will be paid 75% of the starting wage; the employee will receive benefits in accordance with the ETF rules; and probation starts after the academy is complete.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF EDGERTON AND THE  
CITY OF EDGERTON PROFESSIONAL POLICE ASSOCIATION AND  
WISCONSIN PROFESSIONAL POLICE ASSOCIATION  
LAW ENFORCEMENT EMPLOYEE RELATIONS DIVISION**

**REGARDING: NON-CERTIFIED NEW HIRES AND THOSE ATTENDING  
THE POLICE RECRUIT ACADEMY**

It is agreed by and between the City of Edgerton (the “City”) and the Wisconsin Professional Police Association Law Enforcement Employee Relations Division (WPPA/LEER) (jointly the “Parties”), that during the term of this Memorandum of Understanding, the Parties agree to amend the 2024-26 Collective Bargaining Agreement (the “Agreement”) as it relates to the hiring of noncertified officers and the sponsorship of such officers at the Police Recruit Academy (the “Academy”), and their wages and benefits during the period of such sponsorship.

1. The Parties recognize that in light of the present highly competitive job market, that in order to attract high quality candidates for positions in law enforcement, that the City needs to provide additional economic incentives in the form of compensation during the time spent at the Academy.
2. Upon acceptance of an offer of employment by a non-certified candidate, the City of Edgerton Clerk will swear in the officer prior to the start of the Academy per Wisconsin Training and Standards Rules and Regulations.

Newly hired police officers who are sponsored by the City to the Academy will receive not less than 75% of the Start wage as listed in Appendix A of the Agreement, while in attendance at the Academy. After graduation, the officer will move to the status of certified police officer, will move to the Start step of the wage scale in Appendix A of the CBA on the first day of work post-graduation. Thereafter, the officer will progress through the wage scale as outlined in the Agreement.

If a newly hired non-certified officer is assigned to field training prior to the start of the Academy, the officer will receive pay at the Start wage step listed in Appendix A until they commence course work at the Academy. Once the officer begins the course work at the Academy, they will receive compensation at the rate of not less than 75% of the Start wage step listed in Appendix A until graduation. The intent of this section is to determine compensation for Academy training only and only for the dates while the new officer is assigned to the Academy.

3. It is expected that the recruit officer may be scheduled for up to 40 hours per week, at the rate set forth in paragraph 2 above, according to the Academy’s daily schedule (Monday through Friday) including, but not limited to, time attending Academy classes. Recruit officers will not be eligible for voluntary overtime hours. If the Academy requires attendance on Saturday or Sunday, the recruit officer will only receive overtime for those hours in attendance after 40 hours in any 7-day period (Sunday to Saturday).

In addition to the compensation described herein, from the date of hire, the recruit officer will be afforded the benefits extended to all regular full-time officers under the terms of the Agreement,

including but not limited to, health insurance, paid holidays and WRS protective status, except where specifically addressed otherwise in this Agreement. The recruit officer will not be eligible for any shift differential pay.

4. During the Academy, the recruit officer will be in probationary status and serves at the pleasure of the Chief of Police and may be terminated at will. The Chief of Police or their designee shall be entitled to receive reports from the Academy Director regarding attendance and performance. The recruit officer shall adhere to the City's attendance policy as well as the Academy attendance policy. The recruit officer may not carry a concealed weapon until the recruit officer successfully completes the Academy and qualifies with the Department issued firearm, unless the officer has a valid Wisconsin CCW permit. If the recruit officer fails the Academy, they may be terminated.
5. A recruit officer, while attending the Academy, may be requested to report to work (outside of Academy hours) if the Department has exigent circumstances that would require additional staffing needs. The additional hours would be paid at time and one-half (1 1/2).
6. Attendance at the Academy shall result in the officer's probationary period being extended in an amount of weeks equal to the time spent in the Academy.
7. Except as provided herein, no other changes to the Agreement are contemplated or intended. Further, the Parties agree that this MOU shall expire upon the expiration of the Agreement unless terminated earlier by agreement of the Parties, and that it shall not be construed as a past practice.

This memorandum of understanding shall be effective upon execution by all parties.

For the Union:

For the City:

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Hanna Reuter, President

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Chris Lund, Mayor

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Ramona Flanigan, City Administrator

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Luann Alme, WPPA

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William E. Morgan, City Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date