



**CITY OF MAYVILLE PERSONNEL COMMITTEE  
MEETING AGENDA  
APRIL 27, 2026  
6:00 PM  
MAYVILLE CITY HALL  
15 S. SCHOOL STREET**

---

**1. CALL TO ORDER AND ROLL CALL**

**2. CITIZEN COMMENTS**

Citizen Comments are to be kept to a maximum of five minutes per speaker unless the chairperson allows an extension of time. Each citizen is to make comments at the podium after stating name and address. Each citizen may comment only one time per public hearing / meeting.

**3. APPROVAL OF MINUTES**

**3.1. Approval of Minutes of the April 27, 2026, Special Personnel of the Whole Meeting**

**4. DISCUSS WITH POSSIBLE ACTION**

**4.1. Discuss, with Possible Action, Implementation of Section 6.3, Vacation, for the Employee Handbook Update**

**5. ADJOURNMENT**

Ald. Molly Henkel, Presiding Officer

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



CITY OF MAYVILLE PERSONNEL COMMITTEE  
SPECIAL MEETING OF THE WHOLE MINUTES  
APRIL 14, 2026  
5:30 PM  
15 S SCHOOL STREET

---

1. CALL TO ORDER AND ROLL CALL

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 05:31 PM by Ald. Molly Henkel, with the following roll call:

Present: Mayor Rob Boelk, Ald. Tony DeBaker, Ald. Bob Smith, Ald. Molly Henkel, Ald. Kim Olson, Ald. Ken Neumann (arrived at 5:39 PM)

Excused: None.

Absent: Ald. Jesse Liebenow.

Staff present: Clerk/Executive Assistant Anastasia Gonstead.

2. CITIZEN COMMENTS

Citizen Comments are to be kept to a maximum of five minutes per speaker unless the chairperson allows an extension of time. Each citizen is to make comments at the podium after stating name and address. Each citizen may comment only one time per public hearing / meeting.

2. CITIZEN COMMENTS

None.

3. APPROVAL OF MINUTES

3. APPROVAL OF MINUTES

3.1. Approval of Minutes of the March 23, 2026, Personnel of the Whole Committee Meeting

The motion to approve the minutes of the March 23, 2026, Personnel of the Whole Committee meeting was made by Ald. Smith and seconded by Ald. DeBaker.

Ayes: 4

Nays: None

Vote Count: - 4-0

Motion has passed.

4. DISCUSS WITH POSSIBLE ACTION

4. DISCUSS WITH POSSIBLE ACTION

4.1. Discuss, with Possible Recommendation, Revisions to the City of Mayville Employee Handbook

The Personnel of the Whole Committee picked up review of the employee handbook with section 5.4. The Committee reviewed section 5.4 through 6.19. Consensus was reached on the following:

- Section 5.4 (Overtime/Compensatory Time):
  - First paragraph verbiage to reflect: Hourly Employees: All hourly employees shall be paid at a rate of one and a half (1.5x) their hourly rate for work performed in excess of forty (40) hours worked, paid or in compensatory time, at the employee's option. Paid leave (ie sick, vacation, holiday, and personal time) used by hourly employees shall not be included in hours worked when calculating the forty (40) hours worked in the week beyond which overtime compensation must be paid.
  - Second paragraph should be titled "Call-In Pay".
  - Third paragraph, accept edits.
  - Fourth paragraph, remove due to redundancy.
  - Fifth paragraph, accept edits.
  - Sixth paragraph, accept edits, but remove the "plowing and/or salting" portion of the first sentence.
  - Seventh paragraph, add "hourly" after "full-time".
  - Eighth paragraph, accept edits and add at the end of the first sentence "between the third and sixth hour of the employee's shift."
  - Ninth paragraph, accept edits and strike "Department Heads and designated supervisory" and make "Salaried".
  - Tenth paragraph, accept edits.
- Section 6 (Employee Benefits, Holidays, Leaves)
  - Remove section B.2. due to redundancy. Accept all other edits.
- Section 6.1 (Sick Leave)
  - Replace "one day" in the first sentence with "eight (8) hours." Accept all other edits.
- Section 6.2 (Funeral Leave)
  - Section A: Add "after probation" between "funeral leave" and "subject to this policy."
  - Section B.1.: Change to allow five (5) days of funeral leave for immediate family and three (3) days of funeral leave for extended family.
  - Section B.2.: Define immediate family to include parent, spouse/partner, child/step-child. Define extended family as grandparent, sibling, step-sibling, half-sibling, mother-in-law, father-in-law, daughter-in-law, son-in-law.
  - Section B.2.: Accept edits.
- Section 6.3 (Vacation)
  - Strike existing verbiage in the handbook and accept proposed verbiage in the March 23, 2026 memo to the Common Council. The new vacation verbiage would award five (5) days of vacation after 90 days of employment and then give one day/eight (8) hours of vacation each year on January 1st. Vacation scale still tops out at 25 days/200 hours upon 15 years of employment. Pro-ration verbiage for hire throughout the year. As well as verbiage that allows for a 2 to 1 credit for employees for directly applicable, recent employment, to be determined by the Department Head and approved by the Mayor. Verbiage would also allow the Mayor to negotiate an additional five (5) days of vacation for department heads.
- Section 6.4 (Jury Duty), Section 6.5 (Leave of Absence), Section 6.6 (Federal and Wisconsin FMLA Guidelines), Section 6.7 (Military Leave): Accept edits.
- Section 6.8 (Worker's Compensation): Add, "Up to 12 weeks" at the end of, "Receive an amount from the City which in aggregate equals their normal net take home pay." Accept all other edits.
- Section 6.9 (Health/Dental Insurance): Add, "Beginning the first of the month, following 30 days of employment," at the end of the first sentence.
- Section 6.10 (Life Insurance and Short-Term Disability Insurance), Section 6.11 (Retirement), Section 6.12 (Regular Part-Time Employees), Section 6.13 (Deferred Compensation Plan): Accept all edits.
- Section 6.14 (Employee Service Recognition Awards for Regular Full-Time and Regular Part-Time Employees): Change, "Plaque of Appreciation." to "Certificate of Appreciation."

5. **ADJOURNMENT**

5. **ADJOURNMENT**

The Personnel of the Whole Committee meeting was adjourned at 7:03 PM, by order of the Chair

Respectfully submitted by Anastasia Gonstead - Clerk/Executive Assistant



15 South School Street, PO Box 273, Mayville WI 53050  
 Phone: 920.387.7900 Fax: 920.387.7919  
[WWW.MAYVILLECITY.COM](http://WWW.MAYVILLECITY.COM)

**STAFF MEMO**

**Meeting Date:** April 27, 2026  
**To:** Personnel Committee of the Whole  
**From:** Clerk/Executive Assistant Gonstead  
**Subject:** Employee Handbook Update – Vacation, Ch. 6.3

**Background:**

Ch. 6.3: Vacation

Should the Council be open to adopting this updated vacation verbiage, I would work with Dept. Heads to bring forward the proposed fit into the vacation schedule, for Mayoral review and approval. Additionally, this would replace Ch. 6.3 in its entirety. This reflects that changes made at the Special Personnel Committee of the Whole meeting, held on April 14, 2026.

*Full-time employees will be granted vacation time with pay. The amount of paid vacation time an employee receives each calendar year increases with the length of their employment, according to the following schedule:*

Service Years	Days/Hours Earned per Year	Service Years	Days/Hours Earned per Year	Service Years	Days/Hours Earned per Year
After 90 days	5 days/40 hours	6	16 days/ 128 hours	11	21 days/ 168 hours
1	11 days/88 hours	7	17 days/136 hours	12	22 days/ 176 hours
2	12 days/ 96 hours	8	18 days/ 144 hours	13	23 days/ 184 hours
3	13 days/ 104 hours	9	19 days/ 152 hours	14	24 days/ 192 hours
4	14 days/ 122 hours	10	20 days/ 160 hours	15	25 days / 200 hours
5	15 days/ 120 hours				

*\* These vacation allotments will be pro-rated based upon a new employee’s date of hire. For example, if an employee is hired on July 1 of a year, after 90 days of employment, they will be entitled to 2.5 days or 20 hours of vacation leave for use during the remainder of the year. On*



15 South School Street, PO Box 273, Mayville WI 53050

Phone: 920.387.7900 Fax: 920.387.7919

[WWW.MAYVILLECITY.COM](http://WWW.MAYVILLECITY.COM)

January 1 of the following year, an employee will be allotted 11 days/88 hours of vacation leave reflective of having one year of service as of the new calendar year.

**\*\* Police Department employees covered by the union should reference their current contract for their vacation allotment schedule.**

*At the time of hiring, eligible employees may receive credit for the number of years of directly related service with their recent employment on a 2 to 1 basis. The immediate supervisor should establish a determination of total years of applicable experience, verification could include consultation with Wisconsin Retirement System, other public pension systems, and or the private employers, such as a job description. The Mayor, or the Mayor's designee, shall have final determination on what employment counts as verifiable service under this policy. The vacation determined available after one month of hire will still be subject to the pro-ration as outlined above. The Mayor, or the Mayor's designee, is authorized to grant an additional five (5) days of vacation to Department Heads. Department Heads are enumerated in Ch. 2.2 of the employee handbook.*

*There may be circumstances that will not permit an employee to exhaust all their vacation time by the end of the calendar year. In those circumstances, a request to carry over a maximum of 10 days/80 hours of earned but unused vacation must have written authorization by their immediate supervisor. The carried over vacation time must be used within the first ninety (90) days of that calendar year (March 31<sup>st</sup>).*

*The City will not permit the "borrowing" of future vacation time. The time allotted for use in any given calendar year is based on time worked and vacation time earned in the preceding calendar year.*

*Vacation usage must be requested in writing as soon as possible in advance of the requested vacation period, with a minimum 24-hour notice. The written request should be submitted to the immediate supervisor, who will approve or deny the specific period requested based upon the department's anticipated operational and staffing needs for that period. After vacation usage is approved, approval may be revoked only under extraordinary circumstances by the immediate supervisor.*