

## PERSONNEL COMMITTEE MEETING MINUTES

Monday, November 2, 2020 @ 6:00 pm

Remotely Via GoToMeeting

**Present:** Lisa Reeves (Chair), Fred Hundt (Vice-Chair), Thomas Majewski, Mayor Swadley and Director Gillingham

**Also in attendance:** Director Friedl, Director Scheel

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:01 pm.
2. **Approval of the Wednesday, September 23, 2020, Thursday, October 1, 2020, and Monday, October 19, 2020 Personnel Committee meeting minutes.** Approved once the change of an individual's name requested by Chair Reeves is made regarding the October 1 meeting minutes.
3. **Communications/Updates**  
Director Gillingham reported:
  - An agreement was not reached during the face-to-face meeting with the Police Union. Another meeting has been scheduled for 11/11/20.
  - Update regarding the PD Dispatcher positions. Candidates have been interviewed and we had another full-time dispatcher leave, offers were extended to two candidates for full time positions instead of one full and one part time.
  - The rates for health and dental benefits are locked in and open enrollment will commence this week.
  - Phone calls and communications regarding COVID were plentiful over the weekend.
  - Director Gillingham stated that it has been very busy. She further stated that this is always a very busy time for Human Resources and that this year it is overwhelmingly so.

4. **\*\*Discussion and possible action regarding COVID related absences and compensation options effective 1/1/2021**

Director Gillingham stated that at this time the City is paying employees who are out due to COVID exposure and not requiring employees to use sick time. She stated that there were three options:

- No change to the current COVID Absence Policy.
- Employee is granted ten days if exposed or tests positive but must provide documentation, if possible.
- An employee is exposed or tests positive and is it is deemed that they are unable to complete their duties must use sick time, vacation and, if necessary, time off without pay.

Hundt stated while he likes the idea of staying with the commitment to the policy as it is, however, he would like to know the monetary cost at this point. Director Gillingham asked Director Friedl if he had the total cost so far and he stated that he did not. Hundt stated that the vaccine will not be available for another 8-9 months, so that would maybe double the cost of what has been spent so far. He stated that given the direness of the situation, maybe the City should keep paying. Reeves stated she is not in favor of staying with option 1. She stated it is an issue of personal responsibility in this country. Many people do the right thing but so many are still not concerned with the consequences. She further stated that if the

employee has no skin in the game some will take advantage and will just take the time off paid. She stated that in her workplace they must use their vacation time if they are exposed or test positive. Most cannot afford to take time off without pay and so they forgo spending time with family during the holidays. Employees must take ownership and use responsibility. She stated that she would go with something between option 2 or 3. Director Gillingham stated that the few cases that occurred within the City employees were mainly in the Fire Dept. Firefighters that get into a truck together and the Police Dept. Majewski stated that in some of these cases when people are just not doing the right thing there is no excuse. He stated that those people should know better. He further stated that he wears a mask 8 hours a day and that it is very sloppy and unprofessional of them not to follow the recommendations. He stated he believes option 1 should be off the table for that reason. Mayor Swadley agreed with Reeves and Majewski regarding the employees that are not doing the right thing. He stated that everyone in City Hall has done a great job of staying COVID distant. Director Gillingham stated there had been two exposures to one employee at City Hall. Director Scheel stated that the employee had been exposed once at work and once outside of work. Swadley stated that it had been a while ago and that protocols in City Hall were better now. Hundt stated that he thought that maybe they should go with option 2. Reeves asked about masks being off at lunch. Director Gillingham gave an overview of how each department handles lunches. There was some discussion regarding the type of masks that the employees wear. Reeves stated that she was leaning towards option 3 the caveat being if leadership has employees that cannot accommodate. Majewski stated that he would like to go with option 3 as well. Director Gillingham stated that she would like to check with leadership and bring this item back in December.

**5. \*\*Discussion and possible action regarding employees that onboard in the 4th quarter and the next years 1/1 increase**

Director Gillingham asked if an employee is on boarded during the last quarter of the year, should they qualify for the 1/1 increase or should they have to wait until the next year? Majewski stated that if they were not given the 1/1 increase then wouldn't that put them out of kilter with everyone else in regards to steps? Director Gillingham stated that it was a concern because we are hiring them at market level and then giving them an increase on 1/1. Majewski stated that the employee should not be penalized because they came in at market. They should get the COLA increase. Hundt agreed. Reeves stated that it seems fair and in order to not throw everything off kilter they should get the increase on 1/1. Director Gillingham stated that she has seen increases given on 1/1 or the employees hire date. After some discussion, Reeves stated that the policy would be left as is.

**Motion by Reeves, second by Majewski, all in favor.**

**6. Donation of Time**

Director Gillingham stated that a new Police Dept. employee had a sick child and had very little sick time available. The Mayor at the time approved a onetime donation from the department employees. The stipulation was if employee that received the donated time did not use all of the time it remains in their bank. She stated she would like to see donation of time hour for hour not based on the hourly rate. If a bank could be set up of time donated, then an employee could apply to use some of those hours if needed. Anyone could donate into the bank and the hours would not have an hourly amount attached. Reeves stated that the employee's sick time balance would need to be depleted before they could apply. Majewski asked how an employee would be qualified. Director Gillingham stated it would be based on

FMLA qualifiers and would be first come first served and the employee would have to fill out a request and that request would need to be reviewed. Hundt stated it sounds okay if the time is voluntarily donated.

**Majewski motion to approve the development of a plan for donation of time program to be brought back and approved of by Personnel, Second Hundt, Motion carries.**

**7. Future Agenda Items**

- Parks & Recreation Structure
- Work Rules – New Format

**8. *Motion to adjourn Majewski, second Reeves, Approved 4-0. Meeting adjourned 6:40pm.***