

## PERSONNEL COMMITTEE MEETING MINUTES

Monday, March 1, 2021 @ 6:00 pm

Remotely Via GoToMeeting

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

**Also in attendance:** Director Friedl, Steve Zach, Shannon Gunsolus, Chief Leck, Karla Gander, Luann Alme

1. **Call to Order:** Chair Reeves called the meeting to order at 6:04 pm.

2. **Discussion and possible action regarding Vacation Payout Appeal**

Chair Reeve's asked Director Gillingham to layout the process for this meeting. Director Gillingham stated that Gander & Alme would be able to state Gander's appeal, then Director Gillingham will explain what the City's decision was on her claim and how that determination was made. Director Gillingham asked Attorney Zach if it was acceptable to move into closed session since this was a personnel matter with specific employees being discussed. Attorney Zach stated that Gander could request that the appeal be held in closed. He further stated that the deliberations will be held in closed session per the advice of legal counsel. Gander stated that her appeal had been outlined in an email she had sent to the committee members. She stated her appeal comes from her belief that she should have been paid for vacation time from her anniversary date until her termination date. Gander stated that she did not know that the Work Rules had changed in regards to payout of vacation time and that if she had known that she would not be paid out for that time unless she stayed until January 1, she would have adjusted her retirement date in order to collect. Gander stated that the change made to the Work Rules had not been communicated. Hundt asked how much money she would have gotten if she had waited. Gander stated she would have gotten 4 to 5 thousand dollars more. Gunsolus stated that if Gander had waited until after January 1, she would have been paid out for 224 hours of vacation.

Hundt asked how many hours she was paid out for. Gillingham replied she was paid for 40 hours. Alme stated that Gander was grandfathered in from the time when the dispatch schedule was 6/3 and the Dispatchers earned vacation as a union contract employee. NOTE: Gander is not a Union Employee.

**Chair Reeves asked if there any further questions the Committee would like to ask Gander about her appeal. She then asked Director Gillingham to present the City's side.** Director Gillingham states that the payout letter is not generated until an employee leaves to ensure that the correct balance is paid out and is not paid out until 2 weeks after their last pay check. She stated that the policy that had previously been in place before the 2016 version was allowing double dipping in regards to vacation payout. The new policy, which has been used for every retiring employee since 2016, ended that and vacation was put into an employee's bank on 1/1 and is to be used by the end of the year. She stated that is very generous on the City's part to make all vacation available as of 1/1. She stated that the Work Rules are being updated at this time and this previously updated policy would be in the updated Work Rules along with all other policies that have been written since the last Work Rules update include this policy. **Chair Reeves asked for Director Gillingham's recommendation on Ganders' appeal. Director Gillingham recommended the appeal be denied.** Director Gillingham stated that since 2019, 27 employees had terminated employment, with this policy in place, and there had not been one complaint made until now.

**Motion to adjourn Hundt, second Majewski, Approved 5-0. Meeting adjourned 6:43 pm**