

PERSONNEL COMMITTEE MEETING MINUTES

Monday, January 4, 2021 @ 6:00 pm

Remotely Via GoToMeeting

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

Also in attendance: Alder Tikalski, Chief Leck, Director Friedl, and Director Scheel

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:00 pm.

2. **Communications/Updates**

Director Gillingham reported:

- HR Extended an offer to a candidate to fill the Public Works Administrative Assistant position, and are waiting to hear back.
- Upcoming interviews for Public Works Machine Operator.
- HR/RM busy with year-end business: entry and verification of increases, benefits, vacation time, etc.

3. **Update regarding FFCRA effective 1/1/2021**

Director Gillingham stated that the policy expired on December 31. Until now, the City has covered all instances of exposure and/or contraction of COVID19. At this time, the EMT's and medical employees are being vaccinated. Leadership is concerned and believes we need to continue covering the exposures and if the employee contracts COVID. The main concern is an employee being exposed and not taking the time off because then they would have to use their sick time. By not saying anything and coming to work, they could then expose others. The options are:

1. Do we want to cover an exposure at 100%? Do we want to stick with what the policy has been by letting them have up to 80 hours for the first occurrence?
2. Exposure not test come back after 14 days. Appropriate amount of time based on situation and occurrence per Dane County.
3. The employee covers all of their time off using sick time, vacation time, etc.

Director Gillingham stated that she did not recall a high number of employees with more than one exposure. Reeves asked if option 2 was for one occurrence with a cap of 80 hours. Director Gillingham said no, and stated that some employees need only 5 days (or 40 hours) off. Majewski stated that since the policy had just expired on 1/1 he would like to know the fiscal cost for 2020. He further stated he wanted the fiscal cost before he made a decision on this item. Boersma expressed concern over employees that would come to work sick and expose others. Boersma pointed out that if one employee was sick at Utilities and exposed the others it could lead to a serious problem. He stated they should err on the side of caution and that he would like to continue with option 1. Director Gillingham stated her recommendation would be to stick with option 1 through April and then revisit it every 30 to 60 days after the vaccine is widespread. Majewski stated that if an employee is following the guidelines they should not be being exposed. There was some discussion regarding the cost of an employee quarantining. Director Gillingham stated that it is not really a loss of wages but a loss of productivity. She further stated that the City was not paying extra wages but was losing the productivity of those who had to quarantine. Boersma asked for Director Gillingham's recommendation. She stated that she prefers option 1 but option 2 is okay too. She further stated that the reason she prefers option 1 is that the employee will tell us when they are ill and

not just come to work and expose others. Hundt stated he thought that the vaccine would have an impact and did not see that the policy would need to remain in effect through the whole year. He stated he would like to go with option 1 as well for the next 90 days and then discuss it again. Boersma made a motion to go with option 1 with Personnel looking at it again in April. Hundt seconded. Reeves stated that she agreed with Majewski and had reservations about option 1, as well. She stated that the employees should not be getting this and she would go with option 2 and she would not support past 60 days. Boersma made a motion to go with option 1 with Personnel looking at again in 60 days. Hundt seconded. Swadley asked if this covers the daycare part as well as the employees themselves. Director Gillingham stated that she would carve the daycare portion out, as employees do have sick time they could use to cover the daycare and it is not a direct exposure. Boersma asked Majewski to tell the committee what he would like to see. Majewski stated option 2. Boersma stated that history shows us that we did the right thing by going with option 1 to begin with. Hundt stated that by going with option 1 they would be ensuring the safety of the other employees. He also stated it was the best insurance against the rest of the work force not being exposed. Majewski stated that he understood why the policy was set up like option one in the beginning because we did not know what to expect. We did not have all the protective gear. But now we do and these employees get 12 days of sick time per year. If they are exposed that is what it is there for. He stated that they have sick time but you see them coming into work sick because they are trying to save their sick time for retirement. Director Gillingham stated that the childcare is off the table.

Boersma motion to approve continuing with option one with the removal of the childcare portion, and to be brought back in 60 days for review, second Hundt, Approved 3 (Boersma, Hundt, Swadley)-2 (Reeves, Majewski).

4. Review of and possible action regarding COVID absences

• Vaccine refusal?

Director Gillingham asked the committee for their thoughts on the subject of employees refusing to get a vaccine and whether the City should track who does and does not. There was some discussion regarding this. Boersma expressed his concern regarding forcing employees to be vaccinated. Director Gillingham stated that we are not looking to force vaccinating just the tracking of them. Hundt stated he was glad to hear we were not considering forcing the employees to vaccinate and further stated he could see why we would want to track it. He stated that if an employee chooses not to vaccinate then they should lose the benefit of the coverage from the FFCRA policy they had just discussed. Director Gillingham stated that she would look into this further and revisit the item at the next meeting.

5. Discussion regarding Donation of Time

Director Gillingham stated that she and Mayor Swadley had met on Wednesday to discuss the fact that there are employees who have over the 130 hours that they are paid out at retirement. Those employees could donate their remaining time to the Donation of Time Program. She stated she is still trying to gather information of the Program from other cities, however there does not seem to be a lot of information. Reeves stated that once Director Gillingham has gathered more information we would revisit this item.

6. Public Works Machine Operator position description update: Wordsmithing

Director Gillingham stated that she and Director Hebert had done some wordsmithing to this position description that did not change the grade or scope of the position. These changes did not require approval.

7. Public Works Administrative Assistant position description update: Wordsmithing:

Director Gillingham stated that she and Director Hebert had done some wordsmithing to this position description that did not change the grade or scope of the position. These changes did not require approval at this time. Director Gillingham stated that Director Hebert would like to change the position to an Office Manager position. However, there was not enough time to make the changes between the leaving of the previous Admin Assistant and the incoming one.

8. Future Agenda Items

- Parks & Recreation Structure
- Work Rules – New Format

9. *Motion to adjourn Hundt, second Boersma, Approved 5-0. Meeting adjourned 6:51pm.*