

PERSONNEL COMMITTEE MEETING MINUTES

Monday, April 5, 2021 @ 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, Chief Ripp, Chief Leck, Karla Gander, Luann Alme

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

2. **Communications/Updates**

Director Gillingham reported:

- HR is extremely busy recruiting & hiring at this time. Recruiting and hiring for thirteen positions. An offer was recently made to a Journeyman Lineman.
- Director Gillingham updated the committee as to the status of the Work Rules & Policies Manual.

3. **Review of and possible action regarding Fire Vehicle Allocation**

Director Gillingham asked Chief Ripp to explain what he was looking to do with the vehicle allocation. Chief Ripp stated that he would like to allocate a vehicle dedicated for the use to Deputy Chief Mark Miller. He stated that while most cities do not have a policy that covers this, most cities do have this practice in place. He stated Miller "gives his heart & soul to his job" and it would make Miller's life easier to have the vehicle at his disposal when responding to calls, etc. Director Gillingham stated there was no financial impact to the City and Miller would be advised of the restrictions for use.

Boersma motion to approve, second Hundt, Approved 5-0.

4. **Discussion and possible action regarding COVID Absence Policy**

Director Gillingham stated this was brought back to the committee 60 days out per their request. She reviewed the options available regarding COVID absences. After some discussion it was decided to move forward with option 2: Employees that have received vaccination #1 of the two part series, if applicable

- Employees that received medical advice to not receive the vaccination. A physician's note is required in order for the employee's time off, due to the exposure or positive test result, to be covered
- Employees that are not yet qualified to receive the vaccine
- Employees scheduled but not yet vaccinated-must show proof of vaccination scheduling prior to exposure.

She noted that employees will be required to show proof of their vaccination, scheduled vaccine date or Physician's note for exposure/testing and results.

Boersma motion to approve, second Hundt, Approved 5-0.

5. **Review of and possible action regarding Donation of Time Program**

Director Gillingham stated that she had been asked at the last meeting to bring a policy back to the Personnel Committee regarding donation of sick time. She reviewed the policy she had written. She stated that to be considered for this benefit, the employee must be regular part-time or full-time status and must meet all of the FMLA requirements including the 1250 hours worked and employed for twelve months. The Director of the Department will notify the HR Director. The HR Director and Personnel Committee will review the request and either grant or deny.

There was some discussion regarding whether sick time balance at termination and retirement (above 130 days) would be automatically donated to the sick leave donation fund. There was some discussion regarding the fiscal impact of the policy. Chief Leck expressed some concern regarding Union employees and this policy as well as the pool of time possibly getting to large from donations of employees who retire. Director Gillingham stated that the practice has been used in the past and it is the reason why a policy needs to be in place. She further stated that the Police Dept. has used this practice in the past and as a matter of fact it was the first department that had requested the ability to use the practice after she took the HR Director position.

Director Gillingham asked if the policy could be tabled until there was further discussion with Director Friedl regarding fiscal impact. Chair Reeves tabled the item. Hundt asked that a cap be looked at before the policy was brought back as well.

6. Discussion and possible action regarding Proration of Vacation based on Termination Date

Director Gillingham stated that this was the policy that the Personnel Committee had requested she draw up for employee's terminating after working a partial year. She further stated that she would like to see it put into effect as soon as possible once approved by Personnel and Council. There was some discussion regarding other communities. Director Gillingham stated that the policy is the same as what many other communities have in place. Boersma stated that this seems very straightforward.

Boersma motion to approve and forward to Council, second Hundt, Approved 5-0.

7. Discussion and possible action regarding Leadership Backup Plan

Director Gillingham stated that the City had recently been hacked and that it had happened at a time when the Director of IT had been scheduled to be off for medical reasons. Director Gillingham stated that IT/Media is not the only department without a backup. She further stated that some departments do not have a backup plan and it scares her as the City's Human Resources & Risk Management Director.

There was some discussion regarding the directors knowing best what would be needed in case of their absence and who might have the skills to take their place if needed.

Director Gillingham was tasked with putting together an outline what will be needed in order to accomplish the institution of a backup plan and bring that back to Personnel.

8. Discussion and possible action regarding Hiring Authorization

Director Gillingham stated that she has had some concern on this item due to the decision of a Director to override hers and the interviewing panels' advice on which candidate to hire. I would like some definition to my part in the hiring process. Do I help them decide, do we decide together, or do I leave the decision to the Director. Several committee members expressed that they had been under the assumption that the Director HR was already the final decision maker of who to hire. Majewski stated that as the HR Director, she had been hired for her education, knowledge and experience with hiring and as such should be the main source of recommendations. He further stated that the department Director should have a sizable input but should not make the decision. Reeves concurred and further stated that she found it to be disrespectful of the HR department and the panel of interviewers time if their recommendations were complete overridden by the Department Director. Chief Leck stated that the Department Director has to have the final say. He further stated that as the Department Head, they are the expert when it comes to those particular employees and if you take away that final decision then you may as well get rid of the Directors. Hundt stated that he saw it like this: the Mayor is the general manager, the Director of HR is the Head Coach and Department Directors are the Coaches. That the Head Coach makes the final decision unless the Coach disagrees, then you would bring in the General Manager to facilitate an

agreement and make a decision. Director Gillingham stated that she felt uncomfortable with some hiring decisions that had been made and as such, wanted to know more specifically what her role is in the decision making. There was more discussion. Reeves asked if this is a policy or position description. Boersma stated it should be both.

Director Gillingham was tasked with writing a policy and updating the position description and returning with both to Personnel.

9. Future Agenda Items

- Parks & Recreation Structure
- Work Rules – New Format- **Bringing to Personnel in May.**

10. Motion to adjourn Boersma, second Hundt, Approved 5-0. Meeting adjourned 7:15 pm.