

PERSONNEL COMMITTEE MEETING MINUTES

Monday, April 3, 2017 6:03pm

Mayor's Office

Present: Alders: Pat O'Connor, Tom Majewski, Paul Lawrence, Sid Boersma, Mayor Donna Olson, and Director Gillingham

Others in attendance: Randy Nelson, Chief Leck

CALL TO ORDER: O'Connor called the meeting to order at 6:03pm

Approval of the Minutes of the March 6, 2017 Personnel Committee meeting minutes.

Motion to approve Lawrence, second by Majewski, Approved 5-0

Communications

Director Gillingham gave a Human Resources update: IT/Media Services Interview status. First interviews conducted. Panel consisted of Alderperson O'Connor, Director Scheel, LT Conlin, Mayor Olson and Director Gillingham. The panel identified Patel and Gartner as the finalists. The finalists will be meeting with an expert panel along with the original panel on Wednesday. The Librarian position closed on Friday. This is the replacement for Kelly Verheyden. Director Gillingham is working with the Library Director and the panel for the interviews were identified. Director Gillingham shared with the committee the process in which HR and Finance will handle the reimbursement for Officer Wilkinson's military pay. Director Gillingham reported that she had met with Director Lynch and all background checks are to run through Human Resources. Back pay for the SSGts and LT was paid out. Director Gillingham reported that Gini is working on a cleanup project in BS&A and is terminating employees that are no longer active.

Discussion and possible action regarding discussion at the 3/6/17 meeting regarding the change of the Director's group from Leadership to Department Head

The committee discussed how the title change came about during the initial discussion on 3/6/17 regarding the hiring policies. It was decided that the title of Leadership would be reinstated. **Motion by Alderperson Lawrence to change the group title from Department Heads back to Leadership. Second by Boersma, Approved 5-0**

Discussion continuation from March 6th Personnel Committee Meeting regarding Council Conduct and Personnel Committee

IT was requested by Chairperson O'Connor at the 3/6/17 Meeting that the discussion cease and discuss at the next meeting in closed session. Director Gillingham spoke with Attorney Dregne

regarding this topic and was told by Attorney Dregne that the discussion does not qualify for a closed session. Therefore, the discussion would be held in open session. Director Gillingham has been fielding comments from employees who have stated they do not have interest in advancing into Director's positions because of the behaviors towards and the treatment of their Directors at Council Meetings.

The impact on employees: Ex: Finance Director Hiring - When Director Gillingham was presenting, the Alderpersons were perceived as verbally attacking. She stated that she would expect that since the committee voted unanimously to hire the Finance Director that they would have spoken up. Alder Majewski, she stated, was the only Alder on the Committee to speak up. Director Gillingham also stated that she has been told that the Alders are passionate and that is why they behave in this manner. She stated the communication manner used is not acceptable. She stated it is offensive, causes a lack of partnering and an unhealthy work environment.

Other Feedback from Leadership: Feel "beat up" by Council, committees do not speak up when other Council members are out of line or provide support. Director Gillingham stated that retaining employees is tough in today's environments. She asked why the City allows this type of behavior to occur as it drives staff to look at and consider other employment options and career paths.

Review and possible action regarding Hiring Policy for Leadership Positions

Director Gillingham presented the newly revised Leadership Hiring Position Policy. She reviewed the Policy and the Personnel Committee stated that given the response from the Council when hiring the Finance and Economic Development Director, that they request that all Leadership hiring goes through Council for approval to begin the hiring process. Director Gillingham will add that to the policy and bring it back to the next Personnel Meeting.

The second Leadership Policy was for creating a new Leadership Position. There was discussion about having each committee make the recommendation to personnel for new Leadership positions. The decision was to not move forward with that suggestion. Instead we would continue the current process where the Mayor and Director of HR/RM are involved in the initial discussions. Then it would go to Personnel and then to Council for approval before any recruiting would begin. Director Gillingham stated she would make these changes and bring them back to the next meeting.

Review and possible action regarding Hiring Policy for Full time and Part-time (non-leadership)

Review of the full time and regular part-time position hiring policy was then discussed and Director Gillingham presented the updated draft. An appeal process was added in the event the approval was not received from the Mayor to hire. Director Gillingham will add the appeal process to the policy and bring to the next meeting.

Discussion and possible action regarding Work Rules as it pertains to Holidays

Director Gillingham presented the chart below that explained the current compensation for an employee that works on a holiday. She proposed that the working holiday compensation be changed from 3.5 X's for working on the holiday to Double time, plus 8 hours for the holiday. This eliminates the hour for hour that goes into the employees compensation bank for working on the holiday plus the 8 hours for the holiday and then then hours worked at time and a half. The new compensation policy would be double time for working the holiday and then 8 hours for the holiday.

Motion to approve Lawrence, second Boersma, Approved 4-1(O'Connor)

Group	Holiday-Employee does not Work	Current Holiday Worked Compensation	Proposed Compensation-working holiday	
Public Works & Utilities	8 hrs. regular pay	8 Hours regular 8 Hours (1.5 X's) <u>8 Hours Comp. time</u> <i>= 3.5 X's for working on the holiday</i>	Double Time for hours worked + 8 hours for the Holiday	
Police Union	8 hrs. regular pay	8 Hours regular pay for the holiday- can be paid out at regular time or saved as time off Hours worked on the holiday paid at straight time and can bank 4 hours as compensation time or get paid.	CONTRACT THRU 12/31/17	

Director Gillingham reviewed the list of holidays with the Committee. She explained for the last 3-4 years the Mayor and Leadership have made the decision to eliminate the 4 hours in the afternoon observed for Christmas Eve and New Year's Eve. Instead they have been giving the employees the entire day off on Christmas Eve and forgoing Christmas Eve and New Year's Eve afternoons. Mayor Olson explained the disruption in business with the two half days and the fact that it is more convenient for our customers with tax deadlines if we are open all day on

New Year's Eve. Chief Leck stated that Dispatch follows the same rules as the Police Union. Director Gillingham did not have that section of the Work Rules. The decision was made to include the dispatch "carve out" and leave it as is. It then would mirror the Union Contract for the PD.

Motion by Boersma to approve the change to 8 hours on Christmas Eve and strike the 4 hours on New Year's Eve and Christmas Eve afternoon and leave Dispatch as is. Second by Lawrence, Approved 5-0

Discuss Compensation Plan

Director Gillingham talked about Position description changes and made the recommendation that the following occur:

- If new duties are assigned and or qualifications such as new certifications are added to a position during the year, the PD should be updated, a PAQ completed and sent to Springsted for grading. When the employee is moved into the new PD, if there is a grade change the employee would be moved to the grade and the next step up from the wage currently closest to their current rate. The closest pay rate may be lower or higher. If the grade stays the same but the employee is performing at a higher level, a step increase would be considered.

Motion by Lawrence to approve, Second by Boersma, Approved 5-0

Director Gillingham discussed Adjustments/Reconsideration and asked the following questions and made the following recommendation:

- How do we handle if an employee does not agree with where their positions are rated and or their compensation? EX: Forester/Machine Operator two grades higher- lower pay than a machine operator-just hired.
- When can an employee ask for a reconsideration and what format?

Recommendation/discussion:

- Annually in May an employee, if they think their pay should be reviewed, would complete the request for reconsideration document and submit to their Director for their input and forward to HR. The Director of HR/RM would for the Request for Reconsideration to Springsted. If the request is approved it would be added to the next year's budget. It was discussed that the Personnel Committee does not have the skill set, education on the compensation plan.

Motion by Majewski, Second by Lawrence, Approved 5-0

Future Agenda Items

- Review Lineman "Steps"
- Update newly approved Utilities PD's

- Springsted next steps
- Sleep Pay
- Evaluation Form and process

Motion to adjourn Lawrence, Second O'Connor, Approved 5-0