

PERSONNEL COMMITTEE
THURSDAY, FEBRUARY 21, 2013 AT 4:00 P.M.
CITY HALL, CONFERENCE ROOM 2A

The meeting was called to order by Chairman Kupsik at 4:01 p.m.

Roll Call. Present: Aldermen Kupsik, Wall, Krohn, Kehoe and Hill. Others in attendance: Administrator Jordan, Police Chief Rasmussen, Meter Supervisor Johnson, Assistant Meter Supervisor Gruenwald and City Clerk Hawes.

Approval of Minutes from January 24, 2013 meeting as distributed
Wall/Kehoe motion to approve. Unanimously carried.

Comments from the public limited to 5 minutes. None.

Review of revisions to Anti-Discrimination & Harassment and Conflict of Interest & Confidentiality chapters of Employee Handbook

City Clerk Hawes said he revised the definition of “relative” based on the discussion from last meeting. He said he used language that Police Chief Rasmussen forwarded to him.

Administrator Jordan commented that the Police Department is in the process of completing a personnel handbook. He said they are subscribed to a service that will provide “best practice” policies on the latest federal and state laws. Mr. Jordan suggested the City use the definition of “relative” that they come up. Police Chief Rasmussen reported that the new personnel handbook would be completed in about a year.

Aldermen Hill and Wall agreed that the City should review its handbook with the Police Department’s, once completed, to ensure they are in agreement with policies. Alderman Hill suggested the Committee consider incorporating draft policies from the Police Department.

Hill/Kupsik motion to direct staff to incorporate verbiage from the Police Department handbook into the general Employee Handbook. Unanimously carried.

Review of remaining chapters of Employee Handbook:

a. Employee Benefits Programs

The Committee discussed vacation days, compensatory time and deferred compensation. Chairman Kupsik and Alderman Hill agreed that two weeks of vacation seemed excessive for first year employees. Administrator Jordan said vacation days could change when the Committee considers a Paid Time-Off Policy (PTO). Alderman Krohn asked if the City could change benefits for employees that have been existence for a number of years. Administrator Jordan said yes the City could, but you would want to balance that with being able to attract and retain good employees. Alderman Wall said we could grandfather certain things for current employees. Chairman Kupsik suggested the Committee discuss the PTO policy at the next meeting and consider putting it into the manual to replace the current benefit policies.

Alderman Hill asked if the phone number for the employee assistance program should be provided directly in the handbook. Administrator Jordan said employees are given business cards that have this contact information.

b. Work Schedules & Communications

Administrator Jordan said department heads will manage work schedules of their department based on the 40-hour work week policy.

c. Leave

Alderman Hill said she would like to see bereavement leave addressed for domestic partners. Chairman Kupsik suggested referring to the City Attorney on how to address that.

d. Safety and Security

The Committee discussed the topics of security alarms, drug and alcohol testing and employee conduct. Alderman Hill said the mention of “immoral conduct” on page 42 seemed too subjective. Alderman Hill suggested considering different language for drug testing on page 49 that such testing would be required in the event of “serious” accidents. Ms. Hill further asked that the grievance policy be affixed to the handbook as an appendix.

Discussion/Recommendation on parking supervisory position and job description (continued 1/24/13)

Administrator Jordan distributed the latest version of a draft job description for a new parking supervisory position. Aldermen Wall, Krohn and Kehoe expressed opposition for creating the new position. Chairman Kupsik said the new system has maintenance and service needs that are not currently handled adequately by the department. He said the alternative is signing onto a service contract at the cost of \$1,000 per unit. Alderman Wall asked how things would be different if they hired the new position. Administrator Jordan said you would have someone to operate the software, conduct analysis and make recommendations to the Parking Commission for policy/fee changes. Alderman Wall said he felt this work didn’t justify a new full-time position.

Alderman Krohn asked why the additional operating needs weren’t considered when the pay stations were initially purchased. Administrator Jordan and Chairman Kupsik said these additional needs were known. Alderman Hill said there should be a project plan of how the pay stations would be administered long-term. She asked how a new position would affect the current organization of the parking enforcement department. Administrator Jordan said the new position could replace the current supervisor and assistant supervisor position.

Meter Supervisor Johnson gave a run-down of all the staff members and consultants that are involved with administering the pay stations. Assistant Meter Supervisor Gruenwald talked about the ongoing challenges the department has faced in the first year of administering the pay stations.

Alderman Hill asked Parking Commission Marty Smith for his take on the parking personnel needs. Chairman Smith said his committee does not concern itself with staffing, but from a policy perspective there is need for increased data collection and reporting. He said the Parking Commission is interested in receiving more information about parking stalls on a section by section basis so they can make better policy decisions. Administrator Jordan said the software is capable of providing detailed parking data but it takes staff time to produce it and extrapolate it. He said that under current staffing it would be the administrator, comptroller and city clerk using the software.

The Committee discussed the merits of changing one or more of the existing positions from part-time to full-time. Administrator Jordan said the department has traditionally been part-time employees.

Administrator Jordan said the parking study should provide some recommendations on staffing and overall operations. City Clerk Hawes said he would see what he had on file for job descriptions for the existing parking meter positions. Chairman Kupsik said he would like additional information at the next meeting for the Committee to come up with a solution and have something in place for the Spring.

Discussion on future agenda items

Chairman Kupsik said the Committee would continue discussion on the proposed parking position and the employee handbook. He asked Administrator Jordan to bring information on PTO policies to consider for the handbook.

Adjournment

Kupsik/Wall motion to adjourn at 5:47 p.m. Unanimously carried.

/s/ Michael D. Hawes, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED
BY THE PERSONNEL COMMITTEE**