

PERSONNEL COMMITTEE MINUTES

THURSDAY, MARCH 28, 2013 – 4:00 P.M.

CITY HALL, CONFERENCE ROOM 2A

Meeting was called to order by Chairman Kupsik

Roll Call. Present: Aldermen Krohn, Kehoe and Kupsik. Also in attendance, City Administrator Jordan. (Sarah Hill arrived after the minutes were approved.)

Kehoe/Krohn motion for approval of Minutes from February 21, 2013 meeting, as distributed. Unanimously carried.

Comments from the public limited to 5 minutes. None.

Discussion/Recommendation on establishing a Paid Time Off (PTO) policy.

Chairman Kupsik explained this is something City Administrator Jordan had brought up previously. The Administrator explained that in their packets, he had given them a synopsis of a lot of programs he has gone through. He said he laid it out in a way covering how they would look at it but also put question marks where they might need to consider. We have a separate sick leave and vacation policy now, but the purpose of most communities doing this is to make it more in line with the private, non-profit sector. It helps reduce the cost of this type of benefit for new hires and reduces the future financial liability for the present sick-leave payout provision. Discussion followed. Chairman Kupsik summed it up, saying the package includes the pros and cons for them to review and bring back at the next Personnel meeting to make a recommendation to the Finance Committee and the Council. He emphasized that this is introducing a whole new set of rules. Alderman Hill clarified that this would replace the vacation, sick and personal days currently in place. Administrator Jordan noted that when the current union contracts run out at the end of the year, these are no longer bargainable things except with the Police Department.

Discussion/Recommendation on Employee Handbook

Chairman Kupsik noted the updated version of the draft handbook provided by City Clerk Hawes is in their packets, including the items they have talked about over the past meetings and a letter with some additional changes as suggested by Department heads. The committee discussed the departments this handbook would cover, compensatory time, life insurance, travel expenses, timesheets, bereavement leaves, time off for voting and dress for casual Friday. Hill/Kupsik motion to accept changes with the exception of 703 bereavement, leaving that as is (changing from five days to three days) and in 101, adding the Utility and Cemetery in addition to Public Safety and Library as exceptions. Unanimously carried. They discussed the Lexipol policies and which ones might be applicable to the Employee handbook.

Update on temporary help at the City Hall front counter

Administrator Jordan explained how shorthanded the front desk is with Jennifer Special on maternity leave until early June and asked if we could hire Teresa Klein to help out as she did last year. In addition, he said we need to hire temporary help to assist with the front counter for the busy summer months so the three regular employees can complete their specific work duties; this has been done in years past. Discussion followed. Chairman Kupsik said the committee did not have any objection since there is money in the budget for it.

Discussion on job descriptions and classifications

Administrator Jordan explained that he has dug for every job description he can find and given them to the City Clerk. Now they are going to start going through them; he feels there are only five or six that are up to date. Because of all the changes that are happening through Act 10 and 32, he feels we need to do a professional job description and compensation study. As far as he can tell, the City has never done a full-blown compensation plan, to ascertain exactly what each job is and compared to others, what it should pay. We need to find out just where the parody line is in the county. It may cost as much as \$15,000 to \$20,000. Alderman Hill asked what department heads base their evaluations on when they give reviews if there are no job descriptions. Administrator Jordan said job descriptions have been written up for various positions when hiring and some employees have made lists of what they actually do. Administrator Jordan will obtain information about the cost of a professional study for the next meeting.

Update on city administrator and department heads evaluations.

Alderman Hill wondered when these evaluations would be forthcoming for their review. Chairman Kupsik asked that three of them be brought to the next meeting and the remaining ones the meeting after that, for their review in closed session.

Kupsik/Hill motion to adjourn. Unanimously carried. Meeting adjourned at 5:20pm

Transcribed from audio tape.

/s/ Artis M. Roenspies, Deputy City Clerk

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