

**PERSONNEL COMMITTEE**  
**WEDNESDAY, DECEMBER 19, 2012 AT 4:00 P.M.**  
**CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Kupsik at 4:10 p.m.

Roll Call. Present: Aldermen Kupsik, Kehoe, Krohn and Hill. Absent: Alderman Wall (excused). Others in attendance: Administrator Jordan, City Clerk Hawes and City Treasurer Klein.

**Approval of Minutes from October 25, 2012 meeting as distributed**

Kupsik/Hill motion to approve. Motion carried by a vote of 4 to 0.

**Comments from the public limited to 5 minutes.** None.

**Review of Introduction and General Employment chapters of Employee Handbook**

Alderman Hill asked what the process will be for adopting the handbook. Administrator Jordan explained the Committee will review the chapters and adopt a handbook for the City to use for its non-represented staff. He said in the months leading up to the end of the year the Committee may decide to make some tweaks to take effect when the current union contracts expire.

Alderman Hill asked about the change to a “40-hour work week.” Administrator Jordan said the draft handbook includes a 40-hour work week so that the City is consistent with the Federal Labor Standards Act (FLSA) in that overtime is accrued after the employee hits 40 hours worked in the total week. He said this will also mean that certain office employees that currently work 37.5 hour weeks would work 40 hour weeks.

Alderman Hill asked if the language on page 8 regarding access to personnel records was in conflict with the Health Insurance Portability and Accountability Act (HIPAA). Administrator Jordan said he will review that with the City Attorney.

The Committee discussed the employment introductory period, outside employment and background check consents.

Chairman Kupsik said the Committee will review Chapters 3 and 4 at the next meeting on January 24<sup>th</sup>.

**Discussion/Recommendation on parking supervisory position and job description**

Administrator Jordan said the Committee has the opportunity to discuss establishing a new supervisory parking position. He explained the parking operations have greatly changed now that the new system is in place. He said the parking operations require a different supervisory approach. Mr. Jordan noted the current meter supervisor is not interested in the revamped position.

Chairman Kupsik agreed with the need for a new type of supervisory position, noting the new parking system is complex with software and equipment issues. Administrator Jordan said the person would be charged with basic maintenance of the parking stations; any major issues with the kiosks would be handled by the consultant.

Alderman Hill said she agreed the City needs a full-time person dedicated to overseeing parking operations. She suggested it replace the current parking supervisory position. Ms. Hill said she thought the draft job description needed some revising. In particular, she suggested adding policy and procedure review, data reporting, employee management and revenue management. Administrator Jordan said some financial aspects should stay within the Finance Department. Alderman Hill further commented that the job requirements of three years experience and four-year degree are tough. Ms. Hill said she is curious how the results of the parking study will fit in with this proposed position.

Alderman Krohn expressed support for the new position. Alderman Kehoe suggested the City consider someone with IT skills for the position. Chairman Kupsik asked what the salary range for the position would be. Alderman Hill suggested it be in the \$35,000-\$45,000 range.

Administrator Jordan asked that Committee members review the draft job description and forward him their suggestions by January 10<sup>th</sup>. He will then provide a copy of the revised job description to the Parking Commission for their review on January 15<sup>th</sup>. Chairman Kupsik said the job description can be reviewed by the Committee of the Whole in February. It would then need to be approved by the Council.

**Discussion on future agenda items**

Chairman Kupsik said the employee handbook and the parking supervisor position will be discussed at the next Personnel Committee meeting on January 24<sup>th</sup>.

The Committee discussed whether it would discuss cemetery maintenance duties at a future meeting. Administrator Jordan said cemetery maintenance is currently overseen by the Cemetery Commission.

**Adjournment**

Kupsik/Kehoe motion to adjourn at 5:19 p.m. Unanimously carried.

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/s/ Michael D. Hawes, City Clerk

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