

PERSONNEL COMMITTEE

DECEMBER 10, 2019

The meeting was called to order at 4:37 p.m. by Chairperson Becky Williams. Committee members present were Tim McCarthy, Barry VanHoozen and Becky Williams. Also present were Bridgette Kabat, City Administrator, Laura Alkire, Law Director, and Kelly Chalfant, Human Resources Manager.

REVIEW UPDATED FIVE YEAR PERSONNEL PLAN

Ms. Chalfant reported that she updated the dates employees are eligible to retire in the five year plan that was distributed. She said that numbers are based on her best guess from the hire date of employees, and it does not account for prior service. There was a brief discussion about the plan. Ms. Chalfant also distributed information regarding past staffing hires between 2012-2019 for the committee to review.

REVIEW PROPOSED EMPLOYEE HANDBOOK

Ms. Alkire passed out Section 2 of the proposed employee handbook with revisions highlighted. There was discussion regarding Section 2 which included a light duty policy, overtime pay, and vacations. Ms. Kabat said that the Administration will look at overtime pay and light duty and make a recommendation. Ms. Alkire said that in Sections 3, 4 and 5 she only made formatting changes. No action was taken on the handbook and the Administration will bring the final changes back to the committee.

REVIEW PROPOSED PERSONNEL POLICY CODE UPDATES

Ms. Alkire presented the committee with eight pieces of legislation that contain changes to the Personnel Policy. She said that with a couple of exceptions, these changes to the Code will reflect what we are doing in practice. She said that the exceptions are to increase the amount of deferred compensation for the Deputy Finance Director, to put it in line with the other Deputy Directors, and to include step-children in the bereavement leave language. There was discussion regarding the extended sick leave section that was recommended to be repealed. The Committee agreed 3-0 to recommend approval of the legislation.

OTHER BUSINESS

Ms. Williams thanked the committee and the Administration for working with her during her time on Council.

There being no further business, the meeting adjourned at 5:30 p.m.

Respectfully submitted,

Becky Williams
Chairperson, Personnel Committee

Next meeting: To be determined.