

## **PERSONNEL COMMITTEE**

**NOVEMBER 26, 2019**

The meeting was called to order at 5:00 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 and Ms. Kabat explained the five-year personnel plan that was distributed to the committee. Ms. Chalfant said that it is a fluid document, and Ms. Kabat said that conversations about recycling could affect staffing in the Department of Public Service. Mr. VanHoozen asked if there is any policy about giving notice before retirement. Ms. Kabat said there is no requirement. The Committee asked for a recap of new employees that have been hired over the past 5 or so years to get an idea on the numbers that have been hired in within various divisions. Ms Kabat and Ms Chalfant will gather that data for the committee to review.

### **REVIEW PROPOSED EMPLOYEE HANDBOOK**

Ms. Alkire stated that the proposed employee handbook is broken into four sections, and the first section is workplace conduct. Ms. Alkire reviewed the first section with the Committee highlighting substantive changes she is recommending be made to the handbook. After asking a number of questions, the Committee agreed with Ms. Alkire's suggestions and agreed 3-0 to recommend that the first section of the handbook be adopted. Ms Alkire will forward revisions to the second section to the committee.

### **REVIEW PROPOSED PERSONNEL POLICY CODE UPDATES**

Ms. Alkire said that she would like to clean-up housekeeping issues in the Personnel Policy before the end of the year. These items include the nomenclature and classification of positions and updating the policies for vision reimbursement and insurance, so they match what is taking place. Then into the new year, she will propose making some wholesale changes. She said that this is an opportunity to set the stage as we go into collective bargaining.

There being no further business, the meeting adjourned at 6:09 p.m.

Respectfully submitted,

Becky Williams  
Chairperson, Personnel Committee

***Next meeting: Tuesday, December 10, 2019 at 4:30 p.m., which is a change from the regular date and time.***