

PERSONNEL COMMITTEE

AUGUST 25, 2020

The meeting was called to order at 5:02 p.m. by Chairman Cory Kuhlman. Committee members present were Cory Kuhlman, Jim Matuszak, and Tim McCarthy. Also present were Bridgette Kabat, City Administrator, Laura Alkire, Law Director, and Kelly Chalfant, Human Resources Manager.

EMPLOYEE HANDBOOK

Ms. Alkire stated that the two main issues that the Administration would like to get the opinion of the Committee on are overtime and light duty. Mr. Kuhlman said he had no questions about the light duty. Ms. Alkire said we do not want to put ourselves in a position where we have to have a non-sensical position for an injury that is not work-related. Mr. Kuhlman asked if we create a precedent through the practice even though it is not written that way. Ms. Chalfant said that we don't always grant light duty requests; she said that is granted probably half of the time. Ms. Alkire stated that light duty is also addressed in the collective bargaining agreements, and it is not guaranteed. Mr. Matuszak asked if the compensation is the same if an employee is on light duty, and Ms. Alkire said that it is. Ms. Kabat noted that the light duty work is not always a lesser job; it is just a different job.

Ms. Alkire explained that our ordinances read that employees will get overtime for work performed in excess of eight hours a day or forty hours a week. She stated that the Fair Labor Standards Act grants overtime over forty hours in a week. She stated that what counts as hours worked is different in all the collective bargaining agreements with the IAFF being the broadest, and the AFSCME agreement being the narrowest. The language proposed for the handbook would adopt the Fair Labor Standards Act language of over forty hours a week. Mr. McCarthy asked about what counts as hours worked. Ms. Alkire explained that the language was moved to the definition section and hours worked will include holidays, comp time and vacation time. Ms. Alkire stated that this language will need to be passed by Ordinance. The Committee agreed 3-0 to recommend approval.

There was discussion regarding the handbook as a whole and whether it needs to be voted on by City Council. Ms. Alkire said she does not believe it needs to be since it is an administrative function. Mr. Kuhlman agreed and added that maybe a motion by City Council stating support in concert with the Administration is an option.

There being no further business, the meeting adjourned at 5:49 p.m.

Respectfully submitted,

Cory Kuhlman, Chairman
Personnel Committee

Next regular meeting: Tuesday, September 22, 2020 at 5:00 p.m.