

PERSONNEL COMMITTEE

JULY 28, 2020

The meeting was called to order at 5:00 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, Kelly Chalfant, Human Resources Manager, and Jon Eckel, Assistant to the City Administrator.

SAFETY COORDINATOR

Mr. Eckel called attention to notes from the police chief and fire chief that were distributed to the Committee about how their divisions could utilize the services of a safety coordinator. Mr. Eckel stated that he began the safety program in 1992 at the Wastewater Treatment Plant. He said that Ms. Chalfant tried to establish it throughout the City and a company was hired to handle training for the service and utilities departments. Mr. Eckel said as the City grows and the work force grows, this part-time program is lacking and only covers the basics. He implored the Committee to make this a full-time position to keep employees safe and to protect the City. Mr. Eckel said that recently candidates were interviewed for a part-time Safety Coordinator position, and based on how many employees we have, the applicants felt it should be a full-time position. Mr. Eckel explained that there is a lot of documentation involved and there is disciplinary action involved if the safety rules are not followed. Mr. Matuszak said that he is a fan of individual responsibility. Mr. Eckel said that he understands that, but safety needs to be taught and every building should have a safety audit at least once a year. Mr. Matuszak said that when he went through the Citizens Police Academy former Deputy Chief Jim Rose said that the workout equipment is not used. Mr. Matuszak asked if employee injuries could be because they are in bad shape and not taking care of their physical condition. Mr. Kuhlman said that he agrees about physical fitness, but that's not what this is about. Ms. Kabat said that this position would not just be about training, but it would be someone who is driving around visiting work sites to protect the City. She said that there are specific rules that need to be followed regarding setting up traffic zones properly and for trenching and shoring. Mr. Matuszak asked what percentage of this person's job would be dealing with those types of issues and how much time would be spent dealing with smaller workplace injuries because employees are lazy. Ms. Kabat stated that certain trainings are required and we have to maintain MSDS sheets on chemicals and currently that work is all being done by outside contractors. She said that it took almost three months to get our employees through the trenching/shoring training because we were working on someone else's time frame. Mr. Matuszak asked for information regarding a comparison of current costs we're incurring, costs for the last few years, a list of what's not being done, and the authority this person will have in relation to employees not following the rules. Ms. Kabat said that they will put together a list delineating what we're paying for and what we should be paying for. Mr. McCarthy asked if have to submit a list of workplace injuries to OSHA. Ms. Chalfant said that we submit it to PERP which has the same rules as OSHA but is for public employers. Mr. McCarthy asked for a copy of the report for the last couple of years.

EMPLOYEE HANDBOOK

Ms. Chalfant distributed a draft of Section 2 of the Employee Handbook. Ms. Alkire stated that Section 1 is done, Section 3 was codified by City Council, and there are no changes in Sections 4 and 5. She said that Section 2 was previously discussed by the Committee in December and January, and she wanted to call attention to two points of discussion: overtime calculation and light duty. She stated that currently the collective bargaining agreements state that if an employee works over 8 hours in a day or 40 hours in a week they are entitled to overtime pay at time and a half. The Fair Labor Standard says overtime is over 40 hours in a week. Ms. Alkire stated that the Personnel Committee at the time of the previous review felt it should not be taken away from non-union employees unless it's bargained out of the CBA contracts. Mr. Kuhlman asked how many employees we're talking about, and Ms. Kabat said there are just a handful. Ms. Alkire said that the second issue is light duty. She said if an employee is injured on the job light duty is offered as we have motivation to bring them back as soon as possible. If the injury occurs off the job, we give priority to on the job injuries and offer light duty if work is available. Mr. Kuhlman said that he would like time to review this, and it can be revisited at the next meeting.

REVIEW PURCHASE AGREEMENT WITH NEOGOV

Ms. Chalfant stated that we currently use NeoGov software for the pre-boarding phase of employment; it is how we process applications and handle the hiring process. She requested permission to enter into a two year agreement with NeoGov to purchase the Onboard and Learn modules for a cost of \$36,578.50. Ms. Chalfant stated that the Onboard module will include all new hire paperwork and will allow current employees to make changes to their withholdings or direct deposit information. The Learn module includes 1600 topics for training ranging from Excel to management training. Ms. Kabat said that we are paper intensive in a lot of areas and this is a step in eliminating that. Mr. Kuhlman asked if any other quotes were solicited. Ms. Kabat said we did not because these are additional pieces to existing software. Ms. Chalfant stated that a portion of the cost can be covered by the CARES act funds. There was discussion regarding what type of safety training is included in the Learn module in light of the prior discussion regarding a Safety Coordinator. Ms. Chalfant said that the Learn module allows an employer to make their own videos and upload them into the system for employees to watch and it tracks the training and notes it in the employee's personnel file. Mr. Kuhlman said that he would like more time to look this over and a special meeting was scheduled for Monday, August 10, 2020 at 5:30 p.m. prior to the Public Hearing regarding the DORA.

EXECUTIVE SESSION

Ms. Alkire requested an executive session to discuss the appointment or employment of a public employee. Mr. Kuhlman moved to go into Executive Session at 6:01 p.m. Seconded by Mr. McCarthy. The Committee returned from Executive Session at 6:13 p.m. and there being no further business, the meeting adjourned at 6:13 p.m.

Respectfully submitted,

Cory Kuhlman, Chairman
Personnel Committee

Special meeting: Monday, August 10, 2020 at 5:00 p.m.

Next regular meeting: Tuesday, August 25, 2020 at 5:00 p.m.