

**HUMAN RESOURCES COMMITTEE
MEETING NOVEMBER 17 2014**

MEMBERS PRESENT: Bob Finsland, Mike Herrick

OTHERS PRESENT: Debbie Bergstrom, Cammi Koneczny, Chris Carlson, Jeff Goetzman,
Mary Morgan, Diane Nelson, Shelley Nelson, Jon Shamla, Steve Roberts

Denise McDonald was excused

The meeting was called to order at 4:00 p.m.

- 1) **Local #27 Side Letter Agreement: Floating Holiday and Personal Day Hours for Officers working a flex schedule of 10 hour shifts.**

Motion by Herrick, seconded by Finsland, to approve the Local #27 Side Letter Agreement. APPROVED

- 2) **Revised Job Descriptions:**
a) **Administrative Assistant-Public Works/Parks, Recreation & Forestry**

Motion by Herrick, seconded by Finsland, to approve the revised Administrative Assistant-Public Works/Parks, Recreation & Forestry job description. APPROVED

- 3) **Request to Fill Positions:**
a) **Administrative Assistant-PW/Parks, Rec & Forestry & Subsequent Vacancies**
b) **PT Police Records Clerk**
c) **PT Library Custodian**

Motion by Herrick, seconded by Finsland, to approve the Request to Fill Positions. APPROVED

- 4) **Environmental Services Division Reorganization & New/Revised Job Descriptions:**
a) **New organization chart**
b) **Chemist**
c) **Engineering Technician I-IV**
d) **Laboratory Supervisor**
e) **Wastewater Operator**
f) **Safety & Loss Prevention Coordinator**
g) **Maintenance Technician**
h) **Working Foreman**
i) **Asset Management & Financial Analysis Coordinator**
j) **Asset Management Specialist**
k) **Facility Planning Coordinator**
l) **Information Services Database Analyst**
m) **Information Services System Analyst**
n) **Water Resources Specialist**
o) **Water Resources Program Coordinator**
p) **Electrician**
q) **Operations & Maintenance Supervisor**
r) **Wastewater Process Engineer**

Motion by Herrick, seconded by Finsland, to approve the Environmental Services Division Reorganization & New/Revised Job Descriptions (Agenda Items #4 a-r). APPROVED

Human Resources Committee

November 17, 2014

Page 2

5) Human Resources Policies/Forms:

- a) **Vacation, Sick Leave, paid leave, Bereavement Leave, Floating Holidays Policy #13.03**
(correct policy to correspond with handbook)
- b) **Substance Abuse Drug Free Workplace Policy #04.06** *(update language to comply with current law and clarify procedures)*
- c) **DOT-Drug and Alcohol Policy #04.07** *(clarify procedures)*
- d) **Health Savings Account & Health Reimbursement Account #11.01D** *(new-define the HSA & HRA benefits)*
- e) **Non-Union Salary & Benefits Policy** *(revised procedure for employees who lose their CDL; move Admin Asst-PW position from Appendix A to C for benefits)*
- f) **Establishing Driver License Requirements #03.06** *(update to correspond with procedure)*

Motion by Herrick, seconded by Finsland, to approve the Human Resources Policies/Forms. APPROVED

6) Receive and File:

- a) **Monthly Personnel Reports for September and October 2014**

Motion by Herrick, seconded by Finsland, to receive and file the Monthly Personnel Reports for September and October 2014. APPROVED

Motion by Herrick, seconded by Finsland, to adjourn at 4:30 p.m. UNANIMOUSLY APPROVED