

**HUMAN RESOURCES COMMITTEE MINUTES
MEETING OCTOBER 19, 2015**

MEMBERS PRESENT: Bob Finsland, Mike Herrick, Denise McDonald, Dennis Dalbec

OTHERS PRESENT: Debbie Bergstrom, Councilor Esther Dalbec, Cammi Koneczny

The meeting was called to order at 4:05 p.m.

1) Approve adjustment of hours for Library custodial staff

Motion by Herrick, seconded by McDonald, to approve the adjustment of hours for Library custodial Staff.
APPROVED

2) Approve Revised/New job Descriptions:

- a) **Administrative Assistant – Fire Department**
- b) **Fire Mechanic**

Motion by Herrick, seconded by McDonald, to approve the revised/new job descriptions. APPROVED

3) Request to Fill Position

- a) **Fire Mechanic**

Motion by Herrick, seconded by McDonald, to approve the request to fill a Fire Mechanic position.
APPROVED

4) Approve Revised Policies/Procedures:

- a) **Performance Evaluations Policy #07.01 & Evaluation Form (*revise to new process*)**
- b) **Monitoring Completion of Performance Evaluations Policy #07.02 (*revise to new process*)**
- c) **Probationary Period Policy #07.03 (*revised to reflect current probation periods & remove obsolete report language*)**

Motion by McDonald, seconded by Herrick, to approve the revised policies/procedures items 4a-c.
APPROVED

- d) **Public Library Site Emergency Procedures Policy #20.16.A.5 (*Updated staff contact information, update/add procedures: Severe Weather, Intruder, Active Shooter, Lockdown*)**
- e) **Evacuation Procedures-Superior Public Library Policy #20.16.B.5 (*Updated procedure*)**

Motion by McDonald, seconded by Herrick, to approve the revised policies/procedures items 4d & e.
APPROVED

5) Wage Study Appeals Process:

- a) **Receive and file 13 appeals determinations**
- b) **Approve Non-Union Appendices (*updated to reflect appeal decisions on titles & pay grades*)**
- c) **Approve Non-Union Pay Plan (*updated to reflect appeal decisions*)**
- d) **Approve Fleet Management Technician job description (*formerly CEA Staff Assistant*)**
- e) **Approve Utility Billing Technician job description (*formerly Utility Billing Clerk*)**

Motion by McDonald, seconded by Herrick, to not receive and file the Wage Study Appeals Process; and to request the Mayor to further reconsider the appeals that were denied.
APPROVED

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6) Receive and File:

a) Monthly Personnel Report for September 2015.

Motion by McDonald, seconded by Herrick, to receive and file the Monthly Personnel Report for September 2015. **APPROVED**

Motion by Herrick, seconded by McDonald, to move into closed session at 4:32 pm. **APPROVED**

Motion by Herrick, seconded by McDonald, to move back into open session at 5:00 pm. **APPROVED**

Motion by Herrick, seconded by McDonald, to adjourn at 5:00 pm. **UNANIMOUSLY APPROVED**