

**HUMAN RESOURCES COMMITTEE  
MINUTES – AUGUST 21, 2017**

**MEMBERS PRESENT:** Brent Fennessey, Ruth Ludwig, Jack Sweeney

**OTHERS PRESENT:** Nick Alexander, Debbie Bergstrom, Chris Bronson, Kyle Hawley, Cammi Koneczny, Ken Lundgren, Steve Roberts, Jon Shamla

The meeting was called to order at 4:00 pm.

**1) Approve 6/19/17 HRC meeting minutes.**

Motion by Fennessey, seconded by Sweeney, to approve the 6/19/17 HRC meeting minutes. APPROVED

**2) Request to Fill Positions:**

**A) Police Records Clerk - Part-time**

Motion by Fennessey, seconded by Sweeney, to approve filling the part-time Police Records Clerk position. APPROVED

**B) Police Officer (3 Full-time positions)**

Motion by Sweeney, seconded by Fennessey, to approve filling 3 Police Officer positions. APPROVED

**3) Request to add Longevity benefit for regular non-union part-time employees who are scheduled to work less than half time, to be effective upon Council approval.**

Motion by Fennessey, seconded by Sweeney, to approve the request to add the longevity benefit for regular non-union part-time employees who are scheduled to work less than half time. APPROVED

**4) Non-Union Grievance #02-NU-17: Change to how Operator Vacation Shifts are filled at ESD (K. Lundgren).**

Motion by Sweeney, seconded by Fennessey, to deny the grievance. APPROVED

**5) Approve Policies:**

**A) Policy #1.14 – City Identification Cards & Building Access Fobs (*update to document new separate access fobs and HR department now making IDs*)**

Motion by Fennessey, seconded by Sweeney, to approve the revised Policy #1.14-City Identification Cards & Building Access Fobs. APPROVED

**B) Non-Union Salary & Benefit Policy (Handbook) (*updates/revisions*)**

**1) Section 2-Types of Employees: *Add ability to compensate a Temporary employee at a lower grade if not performing full duties of position.***

Motion by Sweeney, seconded by Fennessey, to approve agenda item #5-B-1, Section 2-Types of Employees. APPROVED

2) **Section 6-Probationary Rate: Clarify that promotion initiates new step increase date.**

Motion by Fennessey, seconded by Sweeney, to approve agenda item #5-B-2, Section 6-Probationary Rate.

APPROVED

3) **Section 14-Holidays: Document current practice for holiday hour pay on flex schedule.**

Motion by Fennessey, seconded by Sweeney, to approve agenda item #5-B-3, Section 14-Holidays.

APPROVED

4) **Section 16- Benefits for Other Than Regular Full-Time Employees: Add longevity benefit for regular part-time employees who are scheduled less than half time.**

Motion by Fennessey, seconded by Sweeney, to approve agenda item #5-B-4, Section 16-Benefits for Other Than Regular Full-Time Employees.

APPROVED

5) **Section 25- Grievance Procedure: Clarify meeting process at 2<sup>nd</sup> step and add ability for supervisor to elevate grievance to Step 3.**

Motion by Fennessey, seconded by Sweeney, to approve agenda item #5-B-5, Section 25-Grievance Procedure.

APPROVED

6) **Receive and File:**

A) **Monthly Personnel Report for June and July 2017.**

Motion by Fennessey, seconded by Sweeney, to receive and file the Monthly Personnel Reports for June and July 2017.

APPROVED

7) **Human Resources Department update.**

No action required.

Ludwig adjourned the meeting at 5:26 pm.