

**HUMAN RESOURCES COMMITTEE
MINUTES – FEBRUARY 27, 2017**

MEMBERS PRESENT: Tom Fennessey, Mike Herrick, Jack Sweeney

OTHERS PRESENT: Debbie Bergstrom, Terri Kalan, Cammi Koneczny, Travis Nate, Jon Shamla

Ruth Ludwig was excused.

The meeting was called to order at 3:57 pm.

- 1) **Approve Job Description:**
A) **City Clerk Assistant / City Clerk Technician**

Motion by Sweeney, seconded by Fennessey, to approve the revised City Clerk Assistant/City Clerk Technician job description. APPROVED

Fire Department Specialist Assignments:

- B) **Fire & Assistant Fire Investigator**
C) **Fire Training Coordinator**
D) **Hazardous Materials IT-EHS Manager**
E) **Medical Officer**

Motion by Fennessey, seconded by Sweeney, to approve the Fire Department Specialist Assignments job descriptions. APPROVED

- 2) **Request to fill positions:**
A) **Firefighter (2 positions)**

Motion by Fennessey, seconded by Sweeney, to approve the request to fill 2 Firefighter positions. APPROVED

- B) **Seasonal Laborers: ESD (2) Street (5) Landfill (1) Parks (7)**

Motion by Fennessey, seconded by Sweeney, to approve the request to fill Seasonal Laborer positions. APPROVED

- C) **ESD Maintenance Technician**

Koneczny requested amending this item to also approve subsequent vacancies if filled in-house.

Motion by Sweeney, seconded by Fennessey, to approve the request to fill the ESD Maintenance Technician position and subsequent vacancies if filled in-house. APPROVED

- 3) **Approve carryover of 2016 floating holiday hours for newly hired Police Officers.**
(J. Collins, J. Fontaine, A. Jarecki)

Motion by Fennessey, seconded by Sweeney, to approve carryover of 2016 floating holiday hours for newly hired Police Officers J. Collins, J. Fontaine, and A. Jarecki. APPROVED

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- 4) **Landfill Staff Adjusted Holiday Hours – Add 5 floating holiday hours for Brenda Prokop to make up the balance of her 10 paid holidays due.**

Motion by Fennessey, seconded by Sweeney, to approve adding 5 floating holiday hours for Brenda Prokop to make up the balance of her 10 paid holidays due. APPROVED

- 5) **Approve Policies:**

A) **Non-Union Salary & Benefits Policy (Handbook) (*clarify Holiday language that applies only to certain ESD positions required to work holidays*)**

Motion by Fennessey, seconded by Sweeney, to approve the revised Non-Union Salary & Benefits Policy. APPROVED

B) **Performance Evaluations #7.01 (*clarify that supervisor completes all probationary evaluations prior to employees filling out the form*)**

Motion by Fennessey, seconded by Sweeney, to approve the revised Performance Evaluations Policy #7.01. APPROVED

- 6) **Receive and file:**

A) **Monthly Personnel Reports for January 2017**

Motion by Fennessey, seconded by Sweeney, to receive and file the corrected Monthly Personnel Report for January 2017. APPROVED

- 7) **Human Resources Department update**

Motion by Fennessey, seconded by Sweeney, to receive and file the Human Resources Department updates. APPROVED

Motion by Fennessey, seconded by Sweeney, to adjourn at 4:39 pm UNANIMOUSLY APPROVED