

Brodhead Personnel Committee January 10, 2017

Present: Fox, Vondra, Newcomer, Clerk Withee. Guest: Chief Hughes Absent: Anderson

Chairman Fox called the meeting to order at 6:05 p.m. A quorum was determined to be present.

Newcomer moved to accept the minutes from the October 6 and November 1st meetings. Seconded by Fox. All aye, motion carried. There was no meeting in December.

Public appearances: None

Committee Comments or Questions: Vondra asked the outcome of raises for employees for 2017. It was reported that the Council approved what the Committee had recommended.

Police Chief Residency Requirement: After discussion, Newcomer moved that the committee recommend to the Council that an extension be given to the Chief for establishing residency in Brodhead. The extension would extend to May 4, 2017, the date of his contact. Vondra seconded. All aye; motion carried.

Personnel Manual Holiday Payout Revision: discussion was held. Under Sec. 4.1 Holidays. (b) should be changed to "Even if scheduled to work on the holidays listed above, when any such holiday falls on a Saturday the preceding Friday shall be considered the paid holiday. If the holiday falls on a Sunday, Monday shall be considered the paid holiday. Current verbage states that both Saturday and Sunday holidays would be taken on Friday.

Also addressed was Sec. 4.1 Holidays (h). 'shall be allowed to be paid out as part of the first paycheck of the calendar year' should be corrected 'to shall be allowed to be paid out as part of the first paycheck in December'.

Also to be changed: In the case of Department Heads, a written memorandum of the Mayor explaining the extenuating circumstances..." should be changed to "in the case of Department Heads, a written memorandum to the Personnel Committee, approved by them and recommended to the Mayor for approval, explaining the extenuating Circumstances... This change was at the request of the mayor.

Dispatchers new rotation schedule: Chief reported that they will be switching to a 6 day on, 3 day off schedule, at request of the full time dispatchers. He was wondering if the handbook needed to address this, as it describes full time employees as working 80 hours per 2 week pay period. Some weeks dispatchers will have more than 40 hours; some weeks less. He anticipates that with overtime, this will increase payroll by about \$500 annually. After discussion, the committee felt that since this would be close to an average of 40/week, no action needed to be taken. This can be revisited if need be, in the future.

Discussion was held, in light of the dispatcher issue, on whether vacation days counted in a week towards overtime. Consensus was they should not. Gail moved that the Committee recommend to the council that Section 3.1 (b) in the Employee Handbook be changed from "Non-exempt full-times employees may occasionally be asked to work overtime and be paid time-and-one-half for any hours over forty (40) hours in each week" to "Non-exempt full-time employees may occasionally be asked to

work overtime and be paid time-and-one-half for any hours over forty (40) **WORKED** in each week”
Seconded by Newcomer. All aye motion carried. The committee agreed to recommend to the council that the need to change Sec 1.8 regarding working 40 hrs a week or 80 hrs. per pay period to be considered full time, be changed to address dispatcher hours, as they will not always be working 40 hrs. a week or 80 hours per paid period. The specific working will be revisited at a future meeting.

Update on PD hiring process: In the midst of offering jobs. Will be hiring 2 part time officers, 3 part time community service officers, and 2 part time dispatchers. The committee recommended to the council that these new hires be approved, as recommended by the Chief.

Authorization to allow Police Dept. Part-time police officers and dispatchers to work up to 1200 hours. After, discussion, the committee took no action. It was agreed that part time employees need to remain under 1200 hours per year.

Job description: copies were handed out on the clerk’s office job descriptions. These are to be reviewed prior to the next meeting for possible action.

Future agent items: job descriptions, timing of meetings. Wording of handbook for public safety hours.

Discussion was held on meeting hours. It was agreed that the second Tuesday of each month at 4:30 might be a viable time. Fox will check with Anderson to see if this would work for him.

The next week is scheduled for February 14, 2017 at 4:30.

Vondra moved to adjourn at 7:30 p.m. Second by Newcomer. All aye; motion carried.

Gail Vondra, Secretary