



The meeting packet contained several sections of the Personnel Policies Handbook, including several suggestions being proposed by City staff. In addition to those suggestions, additional suggestions were introduced and discussed at the meeting, as follows:

- ▶ In the definitions section, delete the word “fulltime” in the definition of Anniversary Date. Employees have an anniversary date regardless of whether they are fulltime or not.
- ▶ City staff is suggesting the definition of full-time in Section 4-8 be changed from forty hours per week to thirty. After discussion, it was decided it would remain at forty, at least for now.
- ▶ Language should be added to Section 4-5(c) to ensure that the Personnel and Finance Committee is notified in cases of dismissals.
- ▶ Remove the language in Section 4-7 that states that background check information shall be placed in the personnel file.
- ▶ Remove the second sentence in Section 5-11.
- ▶ Reassign Phase 1 orientation responsibility to Payroll Administrator and Phase 2 to Department Head.
- ▶ Add language to Section 4-11 to state that the Personnel and Finance Committee will be notified when vacancies are filled.
- ▶ Rewrite Section 6-10 (Longevity).
- ▶ Delete the word “regular” wherever it occurs in Section 6-7.
- ▶ Alderman Meehean suggested that only “productive” hours (not sick or vacation hours) should be counted as hours worked when calculating overtime. Alderman Russell stated that he would like to see historical and future information on this statistic.
- ▶ Delete the last word (each) from Section 7-5-2(b).
- ▶ In Section 8-3-7, change “Personnel Director” to “City Administrator”.
- ▶ Section 9-3 (Retirement) was discussed. City staff proposes that the 40 hour limit on carryover be eliminated. Instead, employees would be allowed to carryover unlimited hours from year to year. After discussion of vacation accrual and carryover, Alderman Schwartzman announced that this will be a separate agenda item at the next Personnel and Finance Committee meeting. General consideration of the Personnel Policies Handbook will also continue at the next meeting.

No action was taken at this time.

#### IV. Monthly Reports:

##### 1. Municipal Court

The report was in the meeting packet.

2. Finance Director Unertl

The report was in the meeting packet.

3. City Attorney Hayden

The report was in the meeting packet.

4. City Clerk Heideman

The report was in the meeting packet.

5. City Administrator Johnson

The report was in the meeting packet.

Alderman Meehean inquired about the alfalfa on the former HURD property. The status of the former DC Motors property was then discussed.

Alderman Russell noted that advertising for the Transit Director position has begun.

6. Consider placing monthly reports on file

Motion (Meehean/Russell) to place on file.

<b>RESULT:</b>	<b>PLACED ON FILE</b>
----------------	-----------------------

V. Establish date, time and location of next regular meeting

Tuesday, June 27<sup>th</sup>, 2017 at 5:15 P.M. in the City Hall Common Council Chambers.

VI. Public Comment Period

None.

VII. Adjournment

Motion (Meehean/Russell) to adjourn. Carried. Adjourned at 6:33 P.M.