

## Human Resources Committee July 29, 2014

The **Human Resources Committee** met Tuesday, July 29, 2014, at 6:00 p.m. in the Conference Room at City Hall. Present were Chairperson Roxanna Brush and Committee Members Sheena Martin, Ken Gardner and Mark Ahner. Also present was Interim Fire Chief Scott Moore, Firefighter Sarah Young, Mayor C.A. Grenz and Committee Recorder HR/Payroll Officer Billie Burkhalter.

### **1. Firefighter Confirmation**

- **Sarah Young**

Interim Fire Chief Moore stated he was very pleased to have hired Sarah Young, and that she is an asset to the Miles City Fire Department. He then read to the Committee Firefighter Young's performance appraisals that were submitted by Officers in the department: "Sarah has been an excellent addition to the fire department"; "Sarah is the hardest working employee we have, her dedication and loyalty is exemplary"; "Firefighter Young shows great promise in becoming a very knowledgeable EMT and firefighter. I highly recommend Young's advancement to a confirmed Firefighter"; "Sarah's level of dedication and involvement with the Department has far surpassed many members. I feel if we had more individuals that are as motivated and committed like Sarah, we could have the best Department in the State". Interim Chief Moore explained that he concurred with all the statements and would highly recommend confirmation of Sarah Young.

Interim Fire Chief Moore added that after the incident at Spotted Eagle, Firefighter Young and Firefighter Kanduch, took it upon themselves to head up and organize a water safety day that will be held August 2<sup>nd</sup>.

*\*\* Committee Member Ahner moved to recommend to City Council to confirm Firefighter Sarah Young. Motion seconded by Committee Member Martin and on roll call vote, motion passed unanimously.*

### **2. Review and Recommendation of updated Personnel Policy manual**

- **Section 1: Recruiting and Hiring**

HR/Payroll Officer Burkhalter presented the Committee with changes to "Section 1: Recruiting and Hiring" of the Personnel Policy Manual. HR/Payroll Officer Burkhalter stated that she had split this policy into three different sections: "Section 1: Employment Anti-Discrimination Practices"; "Section 2-A Recruitment and Selection" and "Section 2-B Recruitment and Selection Forms". She explained that the current policy is over 10 years old and it is hard to follow. She further stated that due to it being so unorganized and outdated, Directors and employees are not reading it or utilizing it. She explained that she had thoroughly researched updating this policy and had City Attorney Rice review and approve all changes.

HR/Payroll Officer Burkhalter went through the old policy and the new policy explaining the updates and/or changes. The Committee requested the following additions and/or clarifications:

- Section 2-A Recruitment and Selection: **“Recruitment and Selection-Employment Confirmation”**; language be added stating the Mayors ability to establish a salary based on the guidelines of the 2012 Wage and Benefits Analysis.
- Section 2-A Recruitment and Selection: **“Nepotism”**; language be added concerning direct supervision of employees related to each other.
- Section 2-A Recruitment and Selection: **“Employment Preference Guide- Persons with Disabilities Employment Preference”**; clarification on qualifications for applying for a preference.
- Section 2-B Recruitment and Selection Forms: **“Applicant Screening Form”**; Relevant Education be added into the scoring form and information on percentage points for Veterans be added.

HR/Payroll Officer Burkhalter explained that when she brings these additions and/or clarifications back to the Committee, she will also add to the City of Miles City employment application an “Employment Preference Form”.

### 3. Request of Citizens

-None.

### 4. Committee Member Comments


-None

### 5. Adjournment

The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

  
Billie D. Burkhalter, Recorder

  
Chairperson Roxanna Brush