

Human Resources Committee

September 17, 2014

The **Human Resources Committee** met Wednesday, September 17, 2014, at 6:00 p.m. in the Conference Room at City Hall. Present were Chairperson Roxanna Brush and Committee Members Mark Ahner and Ken Gardner. Committee Member Sheena Martin was excused. Also present was Public Works Director Scott Gray, Program Assistant/Historic Preservation Officer Connie Muggli and Committee Recorder HR/Payroll Officer Billie Burkhalter.

1. Request of Citizens

-None.

2. Committee Member Comments

Chairperson Brush stated at the Public Safety Committee meeting that the Police Department had brought forward for adoption a new policy on "Social Networking and Websites" It was discussed that this policy should be made City wide. She has discussed this with HR Officer Burkhalter and has been advised that it will be placed in an updated section in the personnel policy manual.

3. Update position description

- **Planner-in-Training/Grants Administrator**

Director Gray stated when evaluating the current Planner-in-Training/Grants Administrator it was noted that the position description referenced the "Montana Sanitation in Subdivisions Act (MSISA)" this is a duty of the Miles City Sanitarian, and should not be in this position description. Director Gray is requesting any reference to the MSISA be deleted.

There was discussion concerning the content of the current position description and it was decided that the HR Officer and the Planner-in-Training/Grant Administrator would review it and bring back to the Committee an updated description.

*** Committee Member Ahner moved to approve the updated position description of the Planner-in-Training/Grants Administrator as presented, with the deletion of any reference to the Montana Sanitation in Subdivisions Act (MSISA). Motion, seconded by Committee Member Gardner and, on roll call vote, motion passed unanimously 3-0.*

4. Approval of new position description

- **Program Assistant/Historic Preservation Officer**

Historic Preservation Officer Muggli presented the Committee with a letter from Kathy Doeden, Chairperson of the Miles City Historic Preservation Commission. The letter stated that the Commission supported the combination of the positions of Program Assistant and Historic Preservation Officer and supported the new position description.

Preservation Officer Muggli stated she did agree with the information contained in the proposed position description.

Director Gray clarified for the Committee that this position would focus on General Fund grant projects and the Planner-in-Training/Grants Administrator would focus on Water/Sewer grant projects.

*** Committee Member Ahner moved to approve the Program Assistant/Historic Preservation Officer position description as presented. Motion seconded by Committee Member Gardner and, on roll call vote, motion passed unanimously 3-0.*

5. Approval of new position description

- **Laborer/Mechanic**

Director Gray explained to the Committee that he had been approached by the former Fire Chief concerning the possibility of having a mechanic in the Public Works Department perform oil changes and other maintenance work on emergency vehicles. This would save the Fire Department the costs of contracting out this type of labor. Director Gray explained that currently the mechanics in his department do work on police vehicles. This labor is billed to the Police Department, and any purchases for those vehicles are made on the Police Department credit card. This same format would be used in working on Fire Department vehicles.

Director Gray stated that initially the Public Works Department needed another employee, and he had budgeted for a Laborers position, which was approved by the City Council. Taking into consideration the need for the Fire Department to use a mechanic, he worked with Human Resources to put a position description together combining the Laborer and the Mechanic. This employee would work 75% of the time in the Public Works Department and the other 25% would be working on Fire Department vehicles.

Committee Member Ahner questioned the section of the position description that states "Supervision Received: Daily assignments of duties from the Public Works Director, Public Works Foreman and Shop Mechanic Foreman". He explained that his concern is that this employee would have three different bosses depending on their duties. His recommendation would be to clarify this in stating that daily assignment of duties will be under the direction of the Public Works Foreman and duties performed as mechanic will be under the direction of the Shop Mechanic Foreman.

Chairperson Brush questioned, first, if Director Gray would be able to find someone who would have the ability to do all of the duties contained in the position description and, second, what the pay would be for this type of position. Director Gray responded that most of the employees in his department wear a lot of different hats, whether that is because they have been trained or already have that background. He clarified that the mechanic would not be overhauling engines, and new vehicles would be diagnosed in a factory, as the department did not have the equipment to do that. As far as pay, City Attorney Rice had been contacted and his recommendation was to split the salary 75% Laborer wage and 25% Mechanic wage. The wage will be built off the salary survey base using the above formula.

*** Committee Member Ahner moved to amend the Laborer/Mechanic position description to read as follows: under "Supervision Received: Daily assignments of duties from the Public Works Foreman and, when working as a mechanic, directed by the Shop Mechanic Foreman. Motion seconded by Committee Member Gardner, and motion passed unanimously 3-0.*

*** Committee Member Ahner moved to approve the amended the Laborer/Mechanic position description. Motion seconded by Committee Member Brush, motion passed unanimously 3-0.*

6. Review and Recommendation:

- **Sick and Vacation Donation Policy**

HR Officer Burkhalter explained that she is still currently in the process of updating the Leave Section of the personnel policy manual, but there was a need to have this individual policy come before the Committee. She explained that currently the City does not have a Sick or Vacation Leave Donation policy, but she has reviewed the States policy and numerous other policies from other Cities and put this together. The City Attorney has approved this policy with a recommendation to proceed to this Committee.

Chairperson Brush clarified that donation of sick time or vacation would not be at the donating employee's pay rate. HR Officer stated the policy did address this and the donation would be based on hours and not on the rate of pay.

Committee Member Ahner stated that using the word "hours" instead of "credits" would help clarify the policy. The Committee and HR Officer Burkhalter agreed.

*** Chairperson Brush moved to recommend to City Council to approve the "Sick and Vacation Leave Donation" policy with the following amendment: remove the word "credits" and replace with "hours". Motion seconded by Committee Member Ahner, motion passed unanimously 3-0.*

7. Adjournment

*** Committee Member Ahner moved to adjourn the meeting. The motion was seconded by Committee Member Gardner and passed.*

The meeting was adjourned at 7:10 p.m.

Respectfully submitted,


Billie D. Burkhalter, Recorder


Chairperson Roxanna Brush