

Human Resources Committee

March 5, 2015

The **Human Resources Committee** met Thursday, March 5, 2015, at 6:00 p.m. in the Conference Room at City Hall. Present were Chairperson Roxanna Brush, Committee Members Sheena Martin, Ken Gardner and Mark Ahner. Also present was City Clerk Lorrie Pearce and HR/Payroll Officer /Committee Recorder Billie Burkhalter.

1. REVIEW BENEFITS/COMPENSATION OF ELECTED OFFICIALS:

HR Officer Burkhalter explained she surveyed other like cities and towns for wage and benefit information concerning elected officials. She discovered that a lot of cities that responded did insure their elected officials, along with providing stipends. She reported wages that were paid to the City Council and Commissioners were often higher than what is currently being paid in Miles City.

HR Officer Burkhalter handed out payroll spreadsheets for the Council that reflected the current cost of health insurance, along with other payroll spreadsheets that showed projected costs of increased salaries.

Chairperson Brush had researched cities in surrounding states that were like in size to Miles City and reported wages from these communities.

Committee Member Gardner stated he felt the Committee recommending an increase to the Council's wages is a conflict of interest. Chairperson Brush explained that it has been over ten years since the last increase and it needed to be looked at and, as a City, they needed to be able to attract good people to run for office.

Committee Member Ahner explained that the last time the City Council had been given an increase it was only given to the newly elected officials when he or she took office. After discovering that he was making more money than other City Council members, he moved to have their pay increased. He felt it was only fair to pay everyone equally. Committee Member Gardner agreed.

*** Committee Member Brush moved to recommend to the City Council beginning January 1, 2016, that City Council pay be increased \$1000 per year; (to total \$4000 per year) and, furthermore, these wages be reviewed when the other City employees' wages are reviewed. The motion was seconded by Committee Member Martin and passed unanimously.*

Chairperson Brush explained in her research she found that most cities and towns did offer elected officials insurance and, most commonly, the official would have to choose to accept it or not at the start of his or her term.

After the Committee reviewed the costs of providing health insurance to all elected officials, it was decided that this was not something the City could fiscally afford.

** *Committee Member Brush moved to recommend to the City Council that beginning January 1, 2016, the pay for the elected positions of City Judge, Treasurer and Mayor be increased \$2000 per year; furthermore, the benefit of health insurance would be kept with the Mayor's position. These wages will be reviewed when the other City employees' wages are reviewed. The motion was seconded by Committee Member Martin and, on roll call vote, motion passed unanimously.*

2. APPROVAL OF UPDATED POSITION DESCRIPTION:

- **Assistant Utility Billing Clerk**

City Clerk Pearce had requested HR Officer Burkhalter to clean up the Assistant Utility Billing Clerk's position description along with adding "other duties as assigned". City Clerk Pearce explained that there is a lot of work in the City Clerk's office and she would like the ability to be able to request employees do additional duties.

HR Officer Burkhalter explained that the original position description does not accurately reflect what the duties are of the Assistant. The intent of the position is for the Assistant Utility Billing Clerk to be able to do the same duties as the Utility Billing Clerk. In reviewing the current position description, she felt it was short sighted. HR Officer Burkhalter developed the updated description to conform to the Utility Billing Clerk description and added additional duties as assigned by the City Clerk.

Committee Member Ahner recommended that the word "very" be deleted from the Education and Experience and Minimum Qualifications section. Under the Job Performance section he recommended the semi-colon be deleted after the word tactfully. The Committee was in agreement.

** *Committee Member Ahner moved to recommend to adopt the presented Assistant Utility Billing Clerk position description with noted changes. The motion was seconded by Committee Member Martin, and on roll call vote, motion passed unanimously.*

3. REVIEW AND RECOMMENDATION OF UPDATED PERSONNEL POLICY MANUAL:

- **Section 5: Leave Administration**

HR Officer Burkhalter explained that she updated and remodeled the entire Personnel Policy Section 4: Leave; replacing it with a new Section 5: Leave Administration. She did submit this information to City Attorney Rice, who made corrections and approved her forwarding it on to this Committee.

- **Section 5: Leave Administration**
 - **Vacation Leave**

** *Committee Member Martin moved to recommend to City Council to adopt the presented Vacation Leave Policy. The motion was seconded by Committee Member Martin and motion passed unanimously.*

- **Section 5: Leave Administration**
 - **Sick Leave**

** *Committee Member Brush moved to recommend to City Council to adopt the presented Sick Leave Policy. The motion was seconded by Committee Member Ahner and motion passed unanimously.*

- **Section 5: Leave Administration**
 - **Holiday Leave**

Committee Member Ahner requested this policy be deferred to the next meeting until more information can be given regarding the Mayor's and Governor's ability to declare a holiday.

- **Section 5: Leave Administration**
 - **Jury Duty and Witness Leave**

** *Committee Member Ahner moved to recommend to City Council to adopt the presented Jury Duty and Witness Leave Policy. The motion was seconded by Committee Member Brush and motion passed unanimously.*

- **Section 5: Leave Administration**
 - **Military Leave**

Committee Member Ahner requested that "in a calendar year" be added in the Policy section after the word leave.

** *Committee Member Brush moved to recommend to City Council to adopt the presented Military Leave Policy with the above noted changes. The motion was seconded by Committee Member Ahner and, on roll call vote, motion passed unanimously.*

- **Section 5: Leave Administration**
 - **Funeral Leave**

** *Committee Member Ahner moved to recommend to City Council to adopt the presented Funeral Leave Policy. The motion was seconded by Committee Member Gardner.*

After further discussion, it was decided this was not a policy the Committee would support.

** *Committee Member Ahner moved to amend the original motion to recommend to not adopt the presented Funeral Leave Policy. The motion was seconded by Committee Member Gardner and motion passed unanimously.*

- **Section 5: Leave Administration**

- **Disaster and Emergency Leave**

** *Committee Member Brush moved to recommend to City Council to adopt the presented Disaster and Emergency Leave Policy. The motion was seconded by Committee Member Martin and motion passed unanimously.*

• **Section 5: Leave Administration**
- **Maternity and Paternity Leave**

** *Committee Member Brush moved to recommend to City Council to adopt the presented Maternity and Paternity Leave Policy. The motion was seconded by Committee Member Martin and motion passed unanimously.*

• **Section 5: Leave Administration**
- **Family Medical Leave (FMLA)**

** *Committee Member Brush moved to recommend to City Council to adopt the presented Family Medical Leave Policy. The motion was seconded by Committee Member Gardner and motion passed unanimously.*

• **Section 5: Leave Administration**
- **Leave without Pay**

** *Committee Member Martin moved to recommend to City Council to adopt the presented Leave without Pay Policy. The motion was seconded by Committee Member Ahner and motion passed unanimously.*

4. REQUEST OF CITIZENS:

-None.

5. COMMITTEE MEMBER COMMENTS:

-None.

6. ADJOURNMENT:

The next Human Resources Committee meeting is scheduled for March 18th, 2015, at 6:00 p.m.

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

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,



Billie D. Burkhalter, Recorder



Chairperson Roxanna Brush