

## Human Resources Committee March 18, 2015

The **Human Resources Committee** met Wednesday, March 18, 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 911 Supervisor Heather Roos and HR/Payroll Officer /Committee Recorder Billie Burkhalter.

### 1. UPDATE JOB DESCRIPTION FOR DISPATCHER:

911 Supervisor Roos explained the current job description for Dispatchers is from 1994 and very outdated. The proposed position description was developed by the former police chief and more accurately reflects the duties of a dispatcher.

HR Officer Burkhalter stated that, with the approval of 911 Supervisor Roos she combined the new position description with the current one and came up with what is now being presented. She explained that she made sure the proposed position description conformed to City policy.

Committee Member Ahner recommended that the “Chief of Police” be deleted from Accountable To. Under the Areas of Job Accountability and Performance: 911 Telecommunicator Duties and Responsibilities section the word “public” be inserted after the word general in the 17<sup>th</sup> bullet sentence. The Committee was in agreement.

*\*\* Committee Member Ahner moved to recommend to adopt the presented Custer-Garfield Emergency Telecommunicator position description with noted changes. The motion was seconded by Committee Member Gardner and, on roll call vote, motion passed unanimously*

### 2. REVIEW AND RECOMMENDATION FOR LEAVE ADMINISTRATION POLICY:

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

Chairperson Brush explained the Committee requested HR Officer Burkhalter to research the Holiday Leave policy concerning the section that gives the authority to the Mayor and Governor to declare a holiday.

HR Officer Burkhalter presented City Attorney Rice’s email that states that the Mayor and/or Governor has the ability to declare a legal holiday for the level of government he or she oversees.

Committee Member Ahner stated he still disagrees with the Mayor or Governor having the ability to randomly declare a holiday. He believes the City employees receive enough benefits and, if they are going to be paid, that they either be at work or take vacation time. He is going to recommend to the Council to strike this sentence out of the policy.

Chairperson Brush noted that if the Council feels it's necessary, they can make the recommendation to put it back in.

*\*\* Committee Member Ahner moved to recommend to City Council to adopt the presented Holiday Leave Policy with the sentence "Every day declared a legal holiday by the Governor of Montana or the Mayor of Miles City" removed. The motion was seconded by Committee Member Brush.*

HR Officer Burkhalter questioned whether taking this sentence out of the Holiday Leave Policy really takes the authority away. If this is an Executive Order, then the Mayor and/or Governor would still be able to declare a holiday.

The Committee requested HR Officer Burkhalter to contact City Attorney Dan Rice concerning this issue and get back to them prior to the next City Council meeting.

*\*\* On original motion, and on roll call vote, motion passed unanimously.*

**3. REQUEST OF CITIZENS:**

-None.

**4. COMMITTEE MEMBER COMMENTS:**

-None.

**5. ADJOURNMENT:**

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

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,



Billie D. Burkhalter, Recorder



Chairperson Roxanna Brush