

Human Resources Committee

May 20, 2015

The **Human Resources Committee** met Wednesday, March 20, 2015, at 6:00 p.m. in the Conference Room at City Hall. Present were Chairperson Roxanna Brush, Committee Members Sheena Martin and Ken Gardner. Also present was Floodplain Administrator Samantha Malenovsky and HR/Payroll Officer /Committee Recorder Billie Burkhalter. Committee Member Mark Ahner was excused.

Committee Chairperson Brush called the meeting to order

1. SALARY ADJUSTMENT REQUESTS

HR Officer Burkhalter stated both her and Administrator Malenovsky have submitted a letter to the Mayor, Council, Attorney Dan Rice and members of the Wage and Benefit Committee requesting that both their wages be reviewed as per the Wage and Benefit Analysis Letter of Agreement for FY 2015/2016. She explained she had received a response from Attorney Larry Martin concerning this request. Attorney Martin stated that the original Wage and Benefit Committee had disbanded and that it was never a permanent standing committee of the City and no longer functions. HR Burkhalter stated members of the Unions, Administrators, Mayor Grenz and Attorney Dan Rice had met concerning issues with the salary survey and questioned if this meant the Wage and Benefit Committee had not entirely disbanded. She explained she did have reservations about the meeting being considered a meeting of the Wage and Benefit Committee as that was not the intent.

HR Officer Burkhalter pointed out that Attorney Martin states in his response: "Any wage adjustments which should occur pursuant to the Letter of Agreement are, according to the language of the Letter of Agreement, based on the base wages established by the MSU wage study. Neither Ms. Burkhalter's position nor Ms. Malenovsky's position had base wages established by the study because of the uniqueness of their positions which prevented an appropriate comparison for purposes of the study. Thus there is no base wage established by the study upon which to apply the language of Section 2.B.2.a of the Letter of Agreement for purpose of a wage adjustment." HR Burkhalter stated that she thought this statement was exactly what she was trying to get Attorney Martin to recognize the first time they had requested an increase.

HR Officer Burkhalter stated from Attorney Martin's response, the appropriate committee to request a wage adjustment would be through the Human Resources Committee. She explained her position had not received an increase since 2011, which had only been an increase of 2%. HR Officer Burkhalter stated she has been employed by the City for over 16 years and has held many different positions. She believes she has been very dedicated to the City and explained her duties along with some outside duties that she performs. She gave an example of handling over a multi-million dollar payroll and the responsibility of paying over \$130,000 in payroll liabilities per month.

Floodplain Administrator Malenovsky explained that she has many different duties that

she performs for the City. She is a Floodplain Administrator, PU/PW Assistant, Auto Cad Technician and CRS Coordinator. She explained she also has not had an increase since 2011, other than for additional duties of Floodplain Administration and CRS Coordinator. Administrator Malenovsky further stated her floodplain duties are extensive and can be very complex and difficult. She is currently working on the 500 year levee along with working with many different agencies. She added that through the CRS program she was able to drop Miles City to a Class 8, which drops flood insurance rates for citizens.

Chairperson Brush questioned at what point Administrator Malenovsky received her increase for her added floodplain duties. HR Officer Burkhalter stated she would get back to her with that exact date.

Chairperson Brush questioned if the HR Committee should be making a recommendation for a salary adjustment since there had been a meeting of the Wage and Benefit Committee. She further stated that a recommendation for an increase should come directly from that Committee.

*** Chairperson Brush moved to recommend to Mayor Grenz to get this salary adjustment request on the Wage and Benefit Committees next meeting agenda. The motion was seconded by Committee Member Gardner.*

Committee Member Martin questioned if there were any other options. Chairperson Brush stated that with the Wage and Benefit Committee meeting it could be out of their hands to make a recommendation. Committee Member Martin explained that she felt there needed to be more effective way to go through this process. Both Committee Member Martin and Gardner voiced support for these employees to receive an increase as they were both good and dedicated employees to the City.

HR Officer Burkhalter stated she would meet with Attorney Rice about who should be making this recommendation for a salary adjustment. The Committee requested that HR Burkhalter contact Attorney Rice through email and carbon copy all of them.

*** Committee Member Martin moved to table this until more information can be obtained concerning who should make a salary adjustment increase from Attorney Rice and Attorney Martin. The motion was seconded by Chairperson Brush and, on roll call vote, motion passed unanimously.*

2. REQUEST OF CITIZENS:

-None.

3. COMMITTEE MEMBER COMMENTS:

-None.

4. ADJOURNMENT:

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

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Billie D. Burkhalter, Recorder

Chairperson Roxanna Brush

Approved by Council on June 9, 2015. No signatures were collected.

*City Clerk
Janice Peace
11/1/16*