HUMAN RESOURCE COMMITTEE MEETING

AGENDA

DATE: Jan 5, 2021

TIME: 4:15 pm

PLACE: City Hall

1. Requests of Citizens
2. Committee Member Comments
3. Align 2014 Non-Union Position Appraisal policy & form with 2017 Position Description format (Resolution 4071)
* Distribute to managers by Feb 2021 for use beginning March 1, 2021
1. Review/revise form for documenting Wage Increase requests and recommendations; supports COLA policy/procedure
2. Determine objective source for setting base rates for FY 2021-2022 Step/Wage Matrix
* City’s 2017 salary survey?
* MT League 2020 salary survey?
* Other?
1. Next Meeting: suggest Feb 2, 2021
2. Adjournment

Public comment on any public matter that is not on the agenda of this meeting can be presented under “Request of Citizens” provided it is within the jurisdiction of the City to address. Public comment will be entered into the minutes of this meeting. The City Council cannot take any action on a matter unless notice of the matter has been made on an agenda and an opportunity for publiccomment has been allowed on the matter. Public matter does not include contested cases and other adjudicative proceedings**.**

**Wage Increase Requests - Signature Sheet & Tracking Form**

**NOTE:** Wage increase requests will not be processed unless the following documentation accompanies this form: performance evaluation completed within past 12 months; current position description; supervisor and mayor justification for or against the increase requested.

**NOTE:** Wage increase requests are considered in the 2Q of each calendar year.

**NOTE:**  This form must accompany all requests for wage increases.

**I. Immediate Supervisor Review & Recommendation: Date Initial Request Received \_\_\_\_\_\_\_\_\_\_\_**

□ Recommend increase; amount = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Do not recommend increase

Date Forwarded to Mayor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. Mayor’s Review & Recommendation: Date Request Received from Supervisor \_\_\_\_\_\_\_\_\_\_\_\_**

□ Recommend increase; amount= \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Do not recommend increase

Date Forwarded to HR Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**III. HR Committee Review**

□ Recommend increase; amount = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Do not recommend increase

Date Forwarded to Finance Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Committee Chair/designee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IV. Finance Committee Review**

□ Recommend increase; amount = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Do not recommend increase

Return to HR Director following Finance Committee action.

Date returned to HR Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Finance Committee Chair/designee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_