

## HUMAN RESOURCE COMMITTEE MEETING AGENDA

DATE: March 4, 2021

TIME: 4:15 pm

PLACE: City Hall & Zoom Conferencing

1. Requests of Citizens
2. Committee Member Comments
3. Review and approve Position Description Revisions
  - Utility Billing Assistant
4. Review and recommendation Personnel Policy and Procedure Drug and Alcohol Testing “CDL Holders”
5. Review and recommendation Personnel Policy Drug Free Workplace
6. Review, Revise, Recommend 20-year Wage Scale Matrix wages for all NON-union City Employees for FY 2021-2022:
  - Current staff assigned to step reflecting their current # years of service
  - New staff start at Step One
7. Upcoming HR Activities:
  - Managers review, revise & submit to HR PD updates now
  - All performance evals and PE and Wage increase requests with all supporting documentation submitted to HR by May 15
  - COL increase recommendation to Finance by June 1
8. Next Meeting: suggest Thur, April 15, 2021
9. 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 public comment has been allowed on the matter. Public matter does not include contested cases and other adjudicative proceedings.