

**Human Resources Committee**  
**January 5, 2021**

The **Human Resources Committee** met Tuesday, January 5, 2021, at 4:15 p.m. in the City Hall Conference Room. Present were Committee Members Kathy Wilcox, Stacy Broell, Dwayne Andrews and Rick Huber. Also present were: Fire Chief Branden Stevens, Police Chief Doug Columbik and Human Resources Officer/Recorder Linda Wilkins.

Chairperson Wilcox called the meeting to order.

1. Requests of Citizens

None

2. Committee Member Comments

None

3. Align 2014 Non-Union Appraisal policy and form with 2017 Position Description format (Resolution 4071)

- Distribute to managers by Feb 2021 for use beginning March 1, 2021

Chairperson Wilcox asked HR Officer Wilkins to sum up how the City is anticipating the wage structure to work. Officer Wilkins explained that currently employees receive a longevity increase of \$.05 every year, this has been taking place for a substantial amount of time, currently there is not a policy written for this longevity increase. There is currently a policy in place that allows the employee to request an increase in wages if there is a substantial change to their position description or duties, which then is approved by the supervisor and Mayor than forwarded to the HR Committee for approval. A cost-of-living policy has been written and will be sent to Council for approval. A policy to provide step increases to non-union employees is in the process of being developed. There was discussion about the Job Class on the Position Description Format an asterisk will be added to the Job Class with reference to the Job Class set in the wage matrix.

When reviewing the Employee Performance Appraisal Chairperson Wilcox would like to see the performance evaluation be more objective than subjective. Committee Member Broell suggested that the verbiage “comments must justify the rating” could be added to the form. Chairperson Wilcox commented the policy always says Department Director’s perform the performance evaluation, but there are times when the supervisor may conduct the evaluation, suggested adding “or direct supervisor” whenever it is mentioned in the appraisal policy. She also said that “comments must justify the rating” be added to the form so it will be noticeable.

*\*\*Committee Member Broell moved to accept the revisions to the 2014 non-union appraisal form and the 2017 position description policy, seconded by Committee Member Andrews. The motion passed unanimously 4-0.*

4. Review/revise form for documenting Wage Increase requests and recommendations, supports COLA policy/procedure

All the committee members like the Wage Increase Request form for tracking wage requests.

*\*\*Committee Member Andrews moved to accept the wage increase tracking form, seconded by Committee Member Broell. The motion passed unanimously 4-0.*

5. 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

Determine what wages that should be plugged into the matrix. The city is currently paying from the wages established by the 2012 wage survey, except for a few employees who have requested wage increases. Officer Wilkins will provide a worksheet to the committee containing the 2020 MT league survey wages and current Miles City wages. Chairperson Wilcox thought that two more steps should be added for 15-years and 20-years. Committee Member Andrews thought this was a good idea. Committee Member Broell and Huber agreed. Chairperson Wilcox commented that employee's wages will be moving ahead at regular intervals. The step policy will be worked on at the next committee meeting.

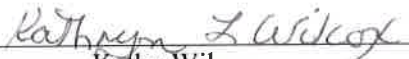
6. Next Meeting: February 2, 2021

7. Adjournment

*\*\*Committee Member Andrews moved to adjourn, seconded by Committee Member Huber.  
The motion passed unanimously 4-0.*

The meeting was adjourned at 5:19 p.m.

Respectfully submitted,

  
Chairperson Kathy Wilcox

  
Recorder Linda Wilkins