

City of Vergas
Personnel Committee

The Personnel Committee met on August 31, 2021, 10am, at the Vergas Event Center. In attendance were Julie Bruhn, Natalie Fischer and Julie Lammers

1. Liquor Store staffing Issues

Recently hired Liquor Store Manager, Gail Kaplan, put in resignation on August 12, 2021. Continuing to work part time as liquor store clerk with pay adjusted accordingly; as approved at the August 16, 2021 Personnel Committee meeting. Advertisement is out to refill the Liquor Store Manager position. Struggling to fill work schedule, which could impact open hours of the liquor store. Discussed, and concurred upon, converting Tammy Shields from part time to full time and having this effective September 14, 2021. Financial impact, at current salary, is \$10,392.60, inclusive of pay and benefits. It does not factor in any overtime or night hour pay. Based on current financials, could be fiscally covered. Additionally, discussed having the Liquor Store Manager support city administrative needs since having full time clerk will impact coverage hours required of the liquor store manager as a clerk. Will revise job description to better reflect support of city operations by the Liquor Store Manager.

2. City Maintenance Operator Conversion from part time to full time

The Parks & Recreation Advisory Board has requested the Maintenance Operator be full time with increased time dedicated to the city parks. Financial impact, at current salary, would be \$11,700.60, inclusive of pay & benefits and but exclusive of night and overtime pay. Based on accrued over time, night time, and being full time from May-August, the overall impact is less when these factors are considered. This would be effective January 1, 2022.

3. Compensatory Time vs Overtime

With the changes being recommended in increased staffing, discussion ensued regarding the need to better manage payroll by minimizing overtime pay and examining use of compensatory time and adjusted work day; i.e. when coming in early, leave early. Julie Lammers will follow up with City Attorney regarding requiring compensatory time in lieu of overtime. Julie Lammers is aware of other cities with this policy. Overtime would be based upon further review and approval in instances where compensatory time may not be possible. Additionally, noted policy establishes pay for night hours(12am-6am) at a pay rate of time and a half. This is not an industry standard and night hours typically entails a differential in pay vs same pay as overtime. Concurred upon recommending a \$2.00 an hour rate for nights (midnight to 6am) vs time and a half.

4. Personnel Policy

Policy remains in revision to reformat and make changes to have pay for performance, versus automatic step increases, (as previously approved by the council at the June 8, 2021

meeting), and outline informal grievance process. The LMC also recently published updated model personnel policy and reviewing to ensure city policy would capture further change needs.

Recommendations for Action:

1. City Council accept resignation of newly hired Liquor Store Manager and conversion to part time Liquor Store Clerk at clerk pay rate. Leaves manager position in good standing.
2. Approve converting a part time liquor store clerk to full time effective September 14, 2021.
3. Approve converting part time (32 hours) Maintenance Operator to full time effective January 1, 2022 with increased labor mapping dedicated to parks and streets.
4. Revise Liquor Store Manager job description to include support of city administrative needs.
5. Revise Personnel Policy to outline night (12am-6am) pay at a \$2.00 extra/hour versus time and a half pay.
6. Further research to revise Personnel Policy to require compensatory time versus overtime time and flexibility in work hours so when coming in early leave early versus automatically accruing additional hours.

Recorder
/s/ Julie Bruhn