

City of Vergas  
Personnel Committee

The Personnel Committee was called to order on Monday, June 13<sup>th</sup>, at 9am, at the Vergas Event Center. Present were Julie Bruhn and Natalie Fisher.

1. The City Event Center Policy was reviewed based on recommendation of the Event Center Committee. Event Center policy content is consistent with current Utilities Superintendent and Maintenance Operator job description outlined functions. Don't feel there are content change needs, nor would we want to change job descriptions as the city has a small number of staff and there will be times others will need to be called upon to assist as needed. Will propose a different format of presenting the policy responsibilities.

Remove under 5. City Maintenance Staff; 5c, 5d, 5e and under 6. Cleaning Service remove 6b.

In lieu of the above, have one responsibility statement in 5., that is basically consistent with current policy and position function statements, to state:

5 d: **When necessary**, not routine and at the direction of the City Office, Maintenance staff may be called upon to assist with unlocking the Event Center doors for events, set up for city meetings, set up and take down of chairs with special events, and support special cleaning needs.

2. Based upon city staff greatly exceeding compensatory time hours, re-evaluated current Personnel policy. Current policy notes no employee shall accumulate more than 42 hours of unused compensatory time above the 42 hours and shall be lost unless payment for excess compensatory time is authorized by Personnel Committee prior to performance of overtime work. Personnel Committee does review and approve additional hours worked, but felt the policy and work-related process needed further clarification. Beyond the LMC Personnel policy, the Personnel Committee reviewed the Fair Labor Standards Act and propose the following changes to policy:

Page 5, part 4 B Compensatory Time change to:

No employee shall accumulate more than 48 hours of unused compensatory time in a work week. Compensatory time accrued above the 48 hours, will entail the employee choosing compensatory time or overtime by marking on their time card. There will be a compensatory time accrual limit of 160 hours.

Personnel Committee proposing an accrual limit due to difficulty granting employee's so much time off and city cost to pay out when large accrual at end of the year.

3. The significant increase in compensatory time/overtime is a new trend and felt to reflect a number of new work needs, i.e. new developments, swing set at lake, clean-up of city property on Lake Street. Will propose a New Work Request form so new work items are more thoroughly evaluated in terms of priority, impact of overtime needs of city staff, and whether contracting out would be a better approach. There are struggles with a small city staff to take on new work that impacts completion of current work and the new work request would provide a more structured review and guidance. The new work request would be submitted by city staff member or city

committee/commission. Impacted city staff would review and provide input whether the work could be accomplished during normal work hours and/or how could be accomplished. New work requests will take into consideration city priority need, time line for completion, and fiscal impacts. If new work cannot be met in terms of priority, staff time, time line needs for completion; this will go to City Council for review and approval of contracting out or delaying new work projects.

4. A number of concerns have been noted to Personnel Committee regarding city maintenance. In review of noted issues, it appears additional work needs is a factor that competes with the completion of the usual day to day operations. Will be meeting with city staff to discuss the process of evaluating work needs. City staff cannot go to other organizations, as Vergas Community Club, and note will no longer be doing the work. There is no authority for staff to change work functions that are outlined in job descriptions. The process is going to Personnel Committee and ultimately City Council when approved changes needed. Will meet with city staff to discuss process and if new work request form & procedure approved by City Council will discuss use.
5. Have not received information to establish an Event Center Security position. Will more actively seek out.

#### Recommendations for City Council:

1. Approval of revised Event Center Policy.
2. Approval of revised Personnel Policy.
3. Approval of an approach for the city to utilize a new work request form and procedure to better evaluate new work.

Recorder:  
es/Julie Bruhn