

**City of Vergas  
Personnel Committee Meeting**

The Personnel Committee was called to order of Wednesday, January 25, 10am, at the Vergas Event Center meeting room. In attendance; Julie Bruhn, Natalie Fischer, Julie Lammers, Mike DuFrane, and Matt Engebretson.

1. Further discussed the recently approved Drug & Alcohol Testing policy to detail content and process as a group. The overall process was understood, but specific questions were raised regarding what levels are considered positive for alcohol and drugs, as not specified in policy. Reference materials from the League of Minnesota Cities and the Minnesota Drug and Alcohol Testing in the Workplace Act do not specify levels only note positive and negative test results. Alcohol level of 0.04 is noted for CDL as consider impaired, by the Minnesota Department of Safety, but not clear if this is what is applied as part of screening test. Will need to further follow up with reference lab. Also noted under employment Actions, A. Employee's taking lawful drug; change to advising City Clerk vs Supervisor. The City Clerk conducts the HR functions for the city.
2. Concerns have been raised regarding time & attendance; namely employee's starting on time, as noted on the scheduled hours. Noted concerns regarding monitoring other co-workers start and stop time. Discussed having time clocks at maintenance shop and liquor store for employee's to punch in and this would be used to verify hours worked. There was consensus to proceed with this approach. Julie Lammers will review options and cost to present to City Council.
3. Communications has continued to be raised as an issue between staff and discussed communication flow and ensuring timely and complete communications. This ensures better team work and can improve work plans and priorities. Will continue to be cognizant of and improve and if further issues, can ask for another Personnel meeting.
4. Employee's raised concerns regarding pay, COLA, getting paid lunch time, and on call pay. Personnel Committee has plan for another salary survey this year. Policy is to look at every 3 years, new positions, and if hire/retention issues. COLA was based off of the Minnesota public employee COLA information. Employee's noted other cities got higher COLA. Also noted was difficulty to get lunch with work interruptions and should get paid if not getting a lunch in. Stressed the importance of taking a break during the work day. Also questioned on call pay when called on time off. It has been practice that employee's do not need to respond to calls and if emergency have option to come in for over-time pay or time and a half comp time or dependent on nature of issue a business could be contacted to assist the city. Personnel Committee will further review the concerns raised.

Meeting adjourned at 11:30am

Recorder  
/es/ Julie Bruhn

Recommendations to City Council:

1. Approval for 2 time clock's, liquor store and maintenance shop
2. Approval of revised Drug & Alcohol Testing policy