

**City of Vergas
Personnel Committee Meeting**

Personnel Committee held a follow up meeting on Tuesday, February 8, 2023, 10:30 am, at Serendipity Gift Shop. In attendance were Julie Bruhn and Natalie Fischer.

1. Follow up conducted regarding Drug and Alcohol Testing in which results are either positive or negative, as reflected in current policy. Policy revisions to be made to reflect laboratory testing procedures as outline from the laboratory the city will be using, in which they coordinate the random testing process. Julie Lammers is completing the required training and will revise the policy sections on testing and results reporting.
2. Discussed concern raised about not getting a lunch. Concluded it was important for staff to eat and take time away from work to recharge and prevent fatigue. Will note to staff they do not need to answer phone and if something is urgent the city office knows how to contact or the caller could text or leave message of urgent need. In the event the lunch period entails the actual need to be working, to address urgent/immediate need and there is no other time option for lunch, then overtime/comp time would be granted. Follow up to discuss with staff.
3. Based on history there has been minimal times where a response need has arisen on the weekend. This lack of activity does not support the need for on-call pay. When off duty it is up to the employee whether to answer calls or come in to work to address an issue. It has been practice that employee's do not need to respond to calls and have option to come in for overtime or time and half comp time. If there is an urgent need and employee not available, would look to local services. Follow up to discuss with staff.
4. Calls were placed to other communities regarding COLA in 2023 and their process. Also had dialogue with the LMC and they had gathered data regarding COLA's that was shared. Not aware of this data previously. In review of information from surrounding communities and the LMC the COLA's were predominantly 3% with few outliers below and above. There is no good source to determine COLA's as there are unique aspects to each resource and city. Previously approved was a 2% COLA. Will recommend a 1% increase and check with city clerk the financial impact.
5. The LMC provided current salary survey data. They will not be performing the salary and benefits survey this year due to vendor no longer supporting. However, the LMC plans to have an abbreviated mini-survey available later in 2023 that can be used. Will review for 2024.
6. Accident/Incident Report form as approved via email on February 1, 2023

Meeting Adjourned at

Recorder;
/es/ Julie Bruhn

Recommendations to City Council:

1. Approval of revised Drug & Alcohol Testing policy
2. Approval of 3% COLA, an increase of 1%
3. Approval of Accident/Incident Report