

Village of Bellaire

ADMINISTRATION AND PERSONNEL COMMITTEE

David Schulz, Chairman

Dan Bennett

Bryan Hardy

COMMITTEE MEETING MINUTES

January 4, 2018

7:30 a.m.

1. **Call to Order:** Chairman Schulz called the meeting to order at 7:30 a.m.
2. **Attendance**
 - Members Present:** Chairman Schulz, Trustee Bennett and Trustee Hardy
 - Members Absent:** None
 - Staff Present:** Lori Lockett, Clerk
 - Others Present:** None
3. **Approval of Agenda:** The agenda was approved as presented.
Motion by Trustee Bennett, seconded by Trustee Hardy, to approve the agenda as presented. Motion carried by voice vote.
4. **Approval of Minutes:** The Administration Committee minutes of the April 25, 2017 meeting were approved as presented.
Motion by Trustee Hardy, seconded by Trustee Bennett, to approve the minutes of April 25, 2017 meeting as presented. Motion carried by voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:** None presented.
7. **New Business:**
 - a) **Staff Performance Evaluations:** Chairman Schulz reviewed the summary of results of evaluation tabulations with the committee. He highlighted specific questions and issues the committee needs to address during the individual employee sessions. Chairman Schulz noted that certain employees consistently rate their own performance conservatively and critically.
 - b) **2017 Cost of Living and Update to Wage Scale:** Chairman Schulz reported that review of previous minutes confirmed the committee's recommendation to use the Bureau of Labor Statistics Midwest Division CPI factor using the greater of either all items or all items less food and fuel in adjusting the wage scale. According to Chairman Schulz, the 2017 amount is 1.9%. This amount is applied to the average wage rate for all of village staff. The result for 2018 will be a .36 per hour wage increase for all employees. According to Chairman Schulz, the committee will be meeting at least one or two more times before the February village council meeting. The committee should have a better handle on the proposed budget so that the proposed wage scale and any merit bonuses may be recommended to village council. Chairman Schulz asked

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whether there had been any feedback from staff on the wage scale and merit bonuses. After discussion, it was noted that employee sessions would be scheduled after completion of the budget review process.

c) Changes to Village Personnel Policy:

Handbook/Employment Agreement Language Change - paying for time worked

Clerk Luckett noted that copies of the relevant pages in the handbook had been provided for the committee's review. Chairman Schulz requested that employee contracts be available at the next committee meeting. He looked at the contract language to see how the salary was described. An issue has arisen with a salaried employee claiming comp time without sharing the hours with the Treasurer. There was discussion about salaried employees receiving comp time. It was noted that salaried employees generally do not get comp time or overtime. Clerk Luckett asked the committee to clarify the village policy for salaried employees. When do they consider a salaried employee being available to work? Trustee Hardy explained a previous employee's policy for hourly and salaried. Salaried employees had to make up their time; they did not get personal or sick days. Chairman Schulz explained the policy at Meadow Brook including comp time for salaried employees. He acknowledged that this is an anomaly. From his experience, salaried employees receive salary and have to be available to work. Clerk Luckett asked how they would handle a salaried employee who had no paid leave time left but needs time off for an emergency. The village considers 40 hours per week or more, full-time. Chairman Schulz reviewed the pay, overtime and time keeping provision in the handbook noting that exempt (salaried) employees are exempt from mandatory overtime payments. He read the section regarding compensatory time in lieu of overtime pay noting that it identifies this option for nonexempt (hourly) employees only. In order to "button it up" he suggested language that neither compensatory nor overtime pay apply to exempt employees.

Handbook Pension Eligibility - after 30-day probationary period or first day of month after hire date.

Clerk Luckett provided a brief explanation for the requested change. The pension plan interpreted plan language to allow eligibility the first day of the month after the hire date rather than the thirty days in the handbook. Chairman Schulz requested a motion to recommend to village council to add the language: "full time employees are eligible to participate in a Village pension program as of the first day of the month after their hire date." Motion was made by Trustee Hardy and seconded by Trustee Bennett.

Motion by Trustee Hardy, seconded by Trustee Bennett, to recommend to village council to add the language: "full time employees are eligible to participate in a Village pension program as of the first day of the month after their hire date." Motion carried by voice vote.

Clerk Luckett asked whether the committee wished to make a motion on the language change regarding paying for time worked. Chairman Schulz requested a motion to

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recommend to village council to add under Compensatory Time in Lieu of Overtime Pay, verbiage “neither compensatory time nor overtime apply to exempt employees.”

Motion by Trustee Bennett, seconded by Trustee Hardy, to recommend to village council. to add under Compensatory Time in Lieu of Overtime Pay, verbiage “neither compensatory time nor overtime apply to exempt employees.”

Hourly Employee Travel Compensation

Clerk Lockett reminded the committee that this had been reviewed at a previous meeting. In addition to applying to hourly employees only, Chairman Schulz explained that it would only apply to the employee/driver. The proposed language was reviewed. Chairman Schulz made a motion to recommend to village council to include on page 5: “Hourly employees who are required to travel out of the village for work-related conferences, seminars, or training shall receive compensation, inclusive of travel time, in accordance with the Village Travel Policy.”

Motion by Chairman Schulz, seconded by Trustee Bennett, to recommend to village council to include on page 5: “Hourly employees who are required to travel out of the village for work-related conferences, seminars, or training shall receive compensation, inclusive of travel time, in accordance with the Village Travel Policy.” Motion carried by voice vote.

Chairman Schulz requested that the Village of Bellaire Travel Policy be provided for the next committee meeting. The Fair Labor Standards Act language will be reviewed to confirm application to driver only.

Emergency telephone clarification

The committee reviewed the terms maintenance staff and maintenance workers. The use of “staff” could include a salaried employee. Because salaried employees do not receive comp or overtime pay, clarification was requested. After discussion, a motion was made to recommend to village council that from the sentence beginning “For this job” DPW maintenance staff be replaced with DPW maintenance workers.

Motion by Trustee Bennett, seconded by Trustee Hardy, to recommend to village council that from the sentence beginning “For this job” DPW maintenance staff be replaced with DPW maintenance workers. Motion carried by voice vote.

Update to Drug Testing Policy

Clerk Lockett reminded the committee that this had been discussed at last month’s village council meeting. Due to the opioid epidemic, Federal Department of Transportation CDL drug testing rules have changed. The suggestion was to include a specific reference to the new drug testing panel and rules effective January 1, 2018 in the appropriate addendum. After discussion, a motion was made to recommend to village council to include language referencing the changes to the drug test panel and rules effective January 1, 2018 in Addendum B.

Motion by Trustee Hardy, seconded by Trustee Bennett, to recommend to village council to include language referencing the changes to the drug test panel and rules effective January 1, 2018 in Addendum B. Motion carried by voice vote.

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- 8. **Discussion Items:** Chairman Schulz noted that the proposed Public Safety budget had been prepared and recommended by the Public Safety Committee. The budget has been updated by the Treasurer and is ready for discussion at the next Administration and Personnel Committee meeting. Chairman Schulz asked members to look at respective calendars for next meeting date.

- 9. **Communications/Informational:** None presented.

- 10. **Member/Public Comment:** None presented.

- 11. **Adjourn:** The meeting was adjourned at 8:25 a.m.

Minutes compiled by:
Lori Lockett, Clerk
Minutes are subject to approval.

Approved: _____

Date: _____