

## **FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES APRIL 6, 2010**

The meeting was called to order by Mayor Dave Breunig at 6:00 PM. Present at roll call were: Mayor Breunig, Bev Anderson, Cindy Corley and Dave Gough. Absent: None. Also present were: Don Osterday, John Sonsalla, Steve Pickett, Dennis McPhail, Bob Salmi, Jean Kruser, Hillary Dickerson, Dave Williams, Dennis McGuire, Chuck Keister, Tony Ruesga, Brandon Friederick, Nita Burke, Doug Lindstrom, Jason King, Jeremy Williams, Tim McGuire and Phil Risseeuw.

Motion by Anderson second by Gough that the meeting notice and agenda were properly posted. Motion carried. Motion by Anderson second by Gough to approve the minutes of the previous meeting. Motion carried.

Under new business, discussion was held concerning a vacation request from Jeremy Williams. Jeremy stated he is requesting one week of vacation during his first year of employment. The current personnel policy states new employees do not receive any vacation until after one full year of service. Exceptions to the policy have been made in the past for department heads. Jeremy stated he didn't realize he should have asked for the vacation time at the time of his interview. After discussion and consideration, motion by Gough second by Anderson to recommend to the Council the denial of this vacation request from Jeremy Williams. Motion carried.

Discussion was then held concerning a proposed memorandum of understanding between the City of Darlington and the Darlington Professional Police Association regarding the use of overtime, flexible scheduling, holiday pay and compensatory time. A copy of the proposed memorandum of understanding was included in the agenda packet. Sergeant Tony Ruesga and Chief Jason King explained this request to those present. The proposal would allow compensatory time off in lieu of overtime pay for overtime hours, training days and holiday pay. It was reported this memorandum of understanding has been reviewed and approved by all officers of the Darlington Police Department. However it has not been reviewed by their union representative. After discussion and consideration, motion by Anderson second by Gough to recommend to the Council the approval of the proposed memorandum of understanding between the City of Darlington and the Darlington Professional Police Association as presented; pending approval of the WPPA union representative. Motion carried. Brandon Friederick then left the meeting.

Discussion was then held concerning several proposed changes in the City's personnel policy. The following topics were discussed; however no action was taken on any item.

- Medical examinations – Current policy states all persons selected for full time employment are required to pass a medical examination before commencing employment; however the policy caps the City's payment for the examination at \$150.00. It was recommended to eliminate the payment cap.
- Work week and overtime – Public Works Dept. Head would like the discretion to set the work schedule, including over weekend days. Current policy states all Saturday, Sunday and holiday work shall be paid at the overtime rate. Discussion items included early morning snow removal work; the need to protect against split shift work; payment of overtime after 40 hours worked, not counting holiday time, sick leave or vacation time as hours worked; sending employees home after they have worked their 8 hour shift.

- Comp time – Current policy does not allow comp time to hourly employees. It was suggested comp time be offered to hourly employees in lieu of overtime pay, at the employees discretion. Discussion was then held concerning when comp time needs to be used by. Suggestions of one year and June 1 were given. It was also suggested there should be a maximum amount of comp time allowed.
- Accumulation of sick leave – Current policy does not allow accumulation of sick leave above 110 days. Chief King and the Police Officers were given that option. It was suggested all City employees be allowed to accumulate sick leave above the 110 day limit. This change would not however change the 110 day limit for payout upon retirement, disability or voluntary termination.
- Percent payout of accumulated sick leave upon retirement, disability or voluntary termination. Current policy provides 25% cash payout of accumulated sick leave upon retirement, disability or voluntary termination. The police officers were recently allowed 100% payout of their accumulated sick leave for payment of their health insurance premiums at retirement. It was suggested all City employees be given the same benefit. Attorney McDaniel arrived at the meeting at 6:50 PM.
- Family and Medical Leave Act – Current policy does not recognize or include reference to the Family and Medical Leave Act. It was suggested accumulated sick time could be used for eligible leave entitlements under this act.
- Definition of full time employees – It was reported there is a discrepancy between the personnel policy definition of a full time employee and the medical reimbursement plan. It was suggested the medical reimbursement plan definition should be changed to match the personnel policy definition.
- Guaranteed call in pay – Current policy does not allow for guaranteed call in pay. It was suggested any hourly employee called to report to work outside of their regularly scheduled hours should receive a minimum of two (2) hours pay at their overtime pay rate.

These matters will be considered again at a future meeting of this committee. There being no further business for this meeting, motion by Gough second by Anderson to adjourn the meeting at 7:10 PM. Motion carried.

CITY OF DARLINGTON

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Philip A. Risseuw, Clerk-Treasurer