

NOTES FROM A HUMAN RESOURCES MEETING HELD MONDAY, NOVEMBER 19, 2012 – 6:00 P.M. – ROCKVILLE CITY HALL

The meeting was called to order by Chair Volkmuth. Roll Call was taken and the following members were found to be present: Chair Volkmuth, Bill Becker & Jeff Howe. Absent: None.

Staff Members present were: Administrator/Clerk Rena Weber

Others present were: Judy Neu, Rick Hansen

NICK PUNG RESIGNATION – Rena Weber presented a copy of Nick Pung's letter of resignation as Maintenance Worker effective 11/28/12. Rena asked for approval to start the application/hiring process.

Chair Volkmuth stated that he was not sure this is a position the council wants to replace and felt that such a decision should be made by the full council on 12/19/12.

Rick Hansen is to check with area snow plow driver's to have someone available to help in the event of snow falls.

JOB POINTS/JOB DESCRIPTIONS – Rena Weber presented updated job descriptions for all Administration and Public Works employees along with a revised job point proposal. Rena cited that each employee updated their job descriptions; the former Finance Director job description was split among the administration employees, and further that these were compared to the MN State Job match program as to the points. This is part of the pay equity program that each city in Minnesota is required to complete and keep up to date on for re-certification. Rena also reported that she just got notice that Rockville has to re-certify by January 2013.

Member Howe questioned the Supervise Vs Manage portion of the personnel and benefit programs. The Administrator's description should reflect that it supervises this task.

Motion by Member Becker, second by Member Howe to recommend approval of the updated job descriptions and points with the above change.

AYES: Becker & Howe

ABSTAIN: Volkmuth

Motion passed on a 2 to 0 vote.

Discussion was held regarding the financial status of wages for the year. Rena reported that a 1% COLA was built into the budget for 2012 = \$187,075 and was not granted or taken out of the budget. *Rena to provide information on the actual numbers from the budget.*

Chair Volkmuth estimated the amount to be \$185,662 at present.

The newly created Finance/Billing/Administrative Assistant position would be affected by the point schedule. Discussion was held as to where this position would be placed on the step program.

Motion by Chair Volkmuth, second by Member Howe, to recommend upgrading the Finance/Billing/Administrative Asst. to Step 6 on the step program.

Member Becker questioned the step chosen. Chair Volkmuth indicated that he may consider Step 7.

AYES: Howe & Volkmuth

NAYS: Becker

Motion passed on a 2 to 1 vote.

REQUIRED TRAINING POLICY – Rena Weber reported that at the 8/27/12 Human Resources meeting the committee recommended keeping the leadership training as a requirement for the top personnel in the Fire Department.

Rick Hansen reported that the members discussed this at a recent meeting and felt it should be eliminated since no one has complied with it since the job descriptions were approved.

Rena referred to a document where other cities were called regarding this requirement and Cold Spring was the only other city that required it. It was determined that Rick would contact the City of Cold Spring Fire Chief to determine if they are in fact doing this. Rick will check with the St. Cloud Technical College too.

SCENT FREE WORKPLACE POLICY – Rena Weber reported that city hall employees would like the council to consider adoption of scent free workplace policy. Staff recognizes that people coming in the door may not know of the policy so this would not be a deterrent to them to conduct their business.

PROPOSED POLICY: Due to the health concerns arising from exposure to scented products, the Rockville City Council has instituted this policy to provide a scent-free environment for all employees and visitors.

All staff are asked to refrain from using, wearing, and bringing scented products and materials into any of the City owned facilities.

Motion by Member Becker, second by Chair Volkmuth, to recommend approval to the council as presented.

Motion passed on a 3 to 0 vote.

NICK PUNG REPLACEMENT – More discussion was held regarding this position and the timing of when someone could be hired.

Motion by Member Becker, second by Member Howe, to approve posting of the Maintenance Mechanic job with the council to give final approval of the hiring.

Motion passed on a 3 to 0 vote.

ADJOURNMENT – ***Motion by Member Becker, second by Member Howe, to adjourn the meeting at 7:00 p.m. Motion carried.***

Submitted by:
Rena Weber-CMC
Administrator/Clerk

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