

**NOTES FROM A PERSONNEL COMMITTEE MEETING HELD WEDNESDAY,  
NOVEMBER 18, 2009 – ROCKVILLE CITY HALL – 7:25 P.M.**

The meeting was called to order by Chair Randy Volkmuth. Roll Call was taken and the following members were found to be present: Chair Volkmuth, Mayor Hagen, Bill Becker, Susan Palmer & Duane Willenbring. Absent: None.

Also present: Administrator/Clerk Rena Weber.

Chair Volkmuth announced that the meeting had been called for the purpose of the annual evaluation of the Administrator/Clerk and a review of some changes in the employee policy manual.

**EVALUATION –**

Mayor Hagen asked that the Administrator/Clerk put together a list (city wide) listing the highest priority of things that have to be done and those that could be eliminated if the council chooses not to fund them. He is not sure what the legal requirements are and has seen much different staffing levels at other city halls.

Rena Weber offered to invite Tom Olinger (Abdo, Eick & Meyers, LLP) to visit with the Personnel Committee on the need for a Finance Director.

Member Willenbring was in favor of doing a needs study first. Administrator/Clerk to look into which firms do needs studies and their cost.

Member Palmer offered to update the information she received from the League regarding staffing of city hall.

Member Willenbring requested information regarding salaries for Finance Directors.

Rena Weber is to also check with other cities on the possibility of sharing a Finance Director.

Discussion changed to the Employee Policy

**Areas of concern – Employee Policy**

5.3 Appointment Authority Full time employees. Personnel Committee selects 3 top candidates who will then be interviewed by the full city council.

It was determined that this should be changed to reflect the Personnel Committee interviews the applicants and makes a recommendation to the full council

7.7 Overtime/Salary Deductions – Non-Exempt Employees

Exempt employees do not receive extra pay for the hours worked over 40 in one work week. Fed law requires OT be paid in excess of 48 hours

OKAY – THIS IS A FEDERAL LAW

7.8 Leave Policy for Exempt Employees All exempt employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day unless they have already worked 40+ hours for the work week.

OKAY

9.2 Accrual Rates for Annual Leave Annual leave will not accrue during unpaid leaves. Regular part-time employees working at least a average of 32 hours per week will accrue annual leave on a prorated basis based on regular hours worked. Could state: Full-time employees working on average less than 40 hours per week, but at least 32 hours will accrue annual leave on a prorated basis.

OKAY but the annual leave cannot exceed 1 ½ times the maximum amount

Annual leave will accrue on a pay-period basis Should state this will occur on an employees anniversary date. OKAY

Employees can carry over any annual leave that does not exceed the stated cap. Should also state when over cap if they stop accruing. If we pay out average or/and if we pay out money for overage is this review once per year, on anniversary each payroll, etc. If only once a year can carry more until that date.

OKAY

If an emergency prevents an employee from using it ANNUAL, City Council approval is need (to what) Accrue above or pay out?

ACCRUE

9.3 Claiming Annual Leave All vacation must be schedule and approved in advance Should state: Whenever possible personal time should be scheduled in advance.

OKAY

10.4 Training The maximum pay shall not exceed eight hours per day at the appropriate rate of pay. May want to remove as some trainings exceed 8 hours per day.

OKAY

13.2 Delete pay for fire fighters since we are no longer paying for training.

OKAY

20.1 Mood Altering – change to controlled substance –

NO CHANGE

***Motion by Chair Volkmuth, second by Mayor Hagen, to approve the changes as presented and discussed. Motion carried unanimously.***

Mayor Hagen asked Rena Weber to leave the meeting so they would be able to discuss her evaluation freely and then the Administrator/Clerk left the meeting – 8:20 p.m.

ADJOURNMENT – The meeting adjourned by 8:40 (per Member Willenbring).

Submitted by Rena Weber  
Administrator/Clerk