

Human Resources Meeting
Tuesday, June 13, 2017 – 7:45 a.m.

New Hires

- Service Dept Summer Help
 - Budgeted \$5,000 estimating \$12 for 30 hours per week.
 - Pay \$12.50 per hour
 - Currently working 40 hours per week
 - Law - working over 30 hour per week is eligible for benefits

- Building Dept Help
 - Total budget \$15,000
 - Estimate Board Clerk at \$5,000 per year
 - \$10,000 remaining for Building Secretary
 - Unclear on the number of hours working – 20 or 24 to amend budget
 - Going full-time?

Set Hiring Process Procedure

- Can set by ordinance
 - Advertise
 - Accept resume/application
 - Dept. Head do wide pool of interviews
 - Dept head narrow down to candidates to 2-3 to bring to Mayor, HR
 - Once candidate selected and agreed pay range, talk to Finance
 - Pre-employment drug testing
 - Pre-employment testing – physical for PD, any other skill tests, psychological
 - Offer to candidate contingent upon Council approval
 - Council approval
 - Pre-employment offer letter – clarifies at will employee, probation, rate and # of hours

Job Descriptions in handbook

- Police requirement
- Per Chief – we can put PD job descriptions in handbook for new officers
- Once job descriptions are updated, should they all go in handbook?

Employee Handbook

- Updated per last HR meeting by adding definition of “callout”

Salary Ladder
= Time vs. Responsibilities

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Sick time
waiver

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Body

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PD in now

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Salary Ladder
Time vs. Responsibilities

Russell twp.
Bainbridge
West
Hunt
Intro. handbook
Cats