

Human Resource Committee Meeting
Friday, October 30, 2020 – 8 a.m.

Present: Chairman Porter, Councilmember Nairn, Mayor Koons, Fiscal Officer (FO) Romanowski, Councilmember Carroll

Porter called the meeting to order and stated that the topic of the meeting was to discuss the Employee Handbook grievance procedure, a potential amendment of job descriptions to create new positions, such as Mechanic 1 and 2 in the Street Department, and to review the background investigation procedure contained in the Employee Handbook.

The grievance procedure in the Employee Handbook located on page 18 was discussed. The committee felt the process should be clarified to include that the grievance should be in writing. If the grievance were against the Mayor, the complaint should go the Pro Tem who would take it before Council. If the Complaint was against the Mayor and the Pro Tem or Council, it should then go before an appointed outside investigator where the accused is not allowed to be present in the discussion or vote.

The Committee discussed the current time limits as listed in the Employee Handbook:

“Step One - In order for a grievance to receive consideration under this procedure, the grievant must identify the grievance to his/her department supervisor within three (3) working days of the occurrence of the situation causing the grievance. It shall be the responsibility of the department supervisor to investigate and provide a solution or explanation within three (3) mutual working days following the day on which the supervisor was presented the grievance.

Step Two - If the employee is not satisfied with the answer in Step One, he/she may submit the grievance in writing to the Mayor within three (3) working days after receiving the Step One answer. The Mayor will arrange a meeting with the aggrieved employee within three (3) mutual working days after receipt of the written grievance, The Mayor will provide the grievant a written disposition of the grievance within five (5) mutual working days after the meeting,

Step Three - If the action taken in Step Two does not satisfy the grievant, the grievant may advance it to Step Three by submitting the written grievance to the President Pro Tem of Council within three (3) working days after receiving the Step Two answer. The President Pro Tem will submit the grievance to the Council. The Council will give an opportunity for the grievant to have Executive Session with the Council at the next regularly scheduled meeting of the Council. The Council will render a final decision concerning the grievance. In the event of a tie vote, the Mayor may vote on the disposition of the grievance.”

After discussion, the committee felt the process needed to be clarified to include the following:

- Grievance should be in writing
- If a supervisor is the focus of the grievance, then the grievance should be filed with the Mayor who would then take it to the Pro Tem and/or Council
- If the grievance is filed against the Mayor, then the grievance should go to the Pro Tem.
- If both the Mayor and the Pro Tem are the subject of the grievance, then the grievance should go to another Council member.
- If grievance is against Mayor and all of Council, the grievance should go to the Solicitor.

Discussion was held regarding the job descriptions for the Service Department employees and the idea of adding a Mechanic 1 and 2 positions. Qualifications for those positions were discussed including continuing education, certifications and pay scales.

Fiscal Officer excused herself from the meeting at 9:05 a.m. due to a previously scheduled appointment.

Porter adjourned the meeting at 9:10 a.m.

A handwritten signature in black ink that reads "Mark T. Porter". The signature is written in a cursive style with a horizontal line underneath the name.

Mark Porter, Chairman of HR Committee