



## **Non-Bargaining Unit Employees Personnel Board Meeting May 24, 2018**

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Thursday, May 24, 2018, in Conference Room A of the Civic Center, 200 S. Illinois Avenue.

### **1. Call to Order**

The meeting was called to order at 2:00 p.m., by Chair Dave Chamness.

### **2. Roll Call**

Present: Amber Ronketto, Arnold Taylor, Christina Kuhns, Jarin Dunnigan, Harvey Welch and David Chamness

Also Present: Tara Brown

### **3. Elect New Chair and Vice-Chair**

- A. Chuck Vaught made the motion to open the nominations for the Non-bargaining committee Chair and Vice-Chair. Dave Chamness second the motion.
  - a. Dave Chamness nominated Jarin Dunnigan for Chair. Harvey Welch second. All approved.
  - b. Dave Chamness nominated Amber Ronketto for Vice-Chair. Jarin Dunnigan second. All approved.

### **4. Approval of Minutes**

Correction – Vaught was misspelled

Correction - Adjournment second was made by Amber Ronketto

Correction noting that VEBA was not voluntary; change statement to all employees must participate collectively.

Correction from Non-bargaining Board members preparing a proposal on longevity pay to Tara Brown researching the former Longevity evaluation process to propose a new longevity evaluation plan.

Motion was made by Dave Chamness and second by Chuck Vaught to approve the minutes with corrections from the January 25, 2018 meeting. VOTE: All approved; Motion passed.

### **5. Old/Unfinished Business**

#### **A. Longevity Pay Plan**

Chuck Vaught noted the previous longevity plan provided no room for growth. The Performance Appraisal Management (PAM) study established grades with a broader scope of the pay scale and ended the longevity for non-bargaining employees. The Board members briefly discussed proposing a plan to present a longevity plan to the City Manager. Tara Brown noted that Gary Williams has considered a merit performance plan. The board suggested that Tara Brown review the old longevity plan and provide some suggestion to present to the City Manager for the next meeting.

**B. Rules and Regulations**

The board discussed how to get an updated copy of the non-bargaining rules and regulations to all non-bargaining employees. Tara Brown noted that a copy will go to all admins. Jarin Dunnigan noted that all non-bargaining employees might not receive a copy but asked if IT could upload a copy to Esuites. Tara Brown noted that the new intranet would have that capability but would research to see if uploading to Esuites was possible.

**C. Non-bargaining Meeting Location**

Jarin Dunnigan made to motion to move the meeting to a meeting room in the civic center. This will make the meetings more accessible to all non-bargaining employees so that the board is in compliance with the by-laws. Chuck Vaught second the motion. All in favor  
Jarin Dunnigan asked the HR schedule the room and make sure to get notices out to the employees in reference to the meeting date and location.

**6. New Business**

**A. New Employee Orientation**

Tara Brown noted that the HR department is working on updating department information and looking into improving the new hire orientation process.

**B. VEBA/Leave Payout**

The Board discussed the various departments and how sick leave is paid out when an employee retires. The Board reviewed the difference between IMPF vs Pension and how it effects Police and Fire employees when they retire or leave the City of Carbondale. The Board discussed the length of service and how the sick leave balances are paid out based on years and balance totals paid in percentages. Jarin Dunnigan proposed a change to Section 13.8 of the Rules and Regulations which would extend the payout percentages up to 100% based on total sick leave balance. Jarin Dunnigan asked that Gary Williams and Jeff Davis look at the proposed changes and get their feedback.

**D. Vacation Payout**

The Board would like to revisit Section 13.-2. Vacations to add the language in reference to approved vacation time being waived from being paid out if approved before May 30, 2018. The Board proposed the option that HR send out notices to employees to remind them of their vacation balance totals. Tara Brown noted that Esuites (HR Portal) provides current totals of all leave balances.

**6. Public Comments & Questions**

**7. Announcements**

Next meeting will be held July 26, 2018 at 2:00 pm

**8. Adjournment**

Motion was made by Amber Ronketto and seconded by Dave Chamness to adjourn. Meeting adjourned at 4:00 p.m.

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Submitted by:

Tara Brown, HR Manager

Approved by the Board: \_\_\_\_\_