



Non-Bargaining Unit Employees Personnel Board Meeting July 26, 2018

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Thursday, July 26, 2018, in Conference Room 103 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 Jarin Dunnigan.

2. Roll Call

Present: Jarin Dunnigan, Amber Ronketto, Christina Kuhns, Harvey Welch and Chuck Vaught

Also Present: Tara Brown and Alicia Jackson

Absent: Dave Chamness and Arnold Taylor

3. Approval of Minutes

Motion was made by Harvey Welch and second by Chuck Vaught to approve the minutes from the May 24, 2018 meeting. VOTE: All approved; Motion passed.

4. Old/Unfinished Business

Personnel Rules and Regulations

Vacation Payout

Tara Brown noted that at the last meeting, the board wanted to revisit Section 13 -2C in reference to letters of notification being sent to employees. Tara Brown noted that this addendum to the policy was codified on August 30, 2016 and nothing was added in reference to notification being sent to employees. Tara Brown stated that about 50 employees received a payout in 2018. Christina Kuhns suggested that Human Resources provide upcoming vacation payout notification to employees during open enrollment. Chuck Vaught suggested that we send vacation payout notifications to each department with a signature form that each employee received the notification. Jarin Dunnigan noted that the notices were not sent out during the administration change but to correct the issue, we must send out notification to the employees going forward. Tara noted that Human Resources would make sure to get a memo out notifying employees of the Vacation payout in October and March.

Vacation Cap

Jarin Dunnigan noted that we have an issue with the cap being paid out for employees that might have a vacation planned or a surgery scheduled. Amber Ronketto asked if an employee saving vacation for a planned vacation or surgery can appeal to the City Manager to use their time. Jarin Dunnigan noted that FMLA language could protect the

employee but can be as an amendment to the policy. Tara Brown noted that FMLA would be separate from this payout because FMLA requires an authorization and time will be allotted for medical reasons due to FMLA which is approved by the City Manager.

Jarin Dunigan suggested that if an employee has a planned leave of absence, they can request to an approval from the City Manager to reduce the accumulated total of vacation leave below the cap within a reasonable period of time.

Chuck Vaught made the motion to recommend to the City Manager to add an exception to Section 13-2 C for employee Vacation Payout for employees with planned leave.

Christina Kuhns second the motion. VOTE: All approved: Motion passed.

Rules and Regulations

Jarin Dunnigan wanted to know how we are making the rules and regulation accessible to all employees. Tara Brown noted that after everything has been approved, the rules and regulations will be posted on the employee portal, will be distributed to all departments and eventually will be uploaded to Esuites. Jarin Dunigan noted that we will try to get the rules and regulations out immediately. Jarin Dunigan asked for a motion to make sure that rules and regulations will be accessible to all employees as soon as possible. Chuck Vaught made the motion and Jarin Dunnigan second the motion. VOTE: All approved; Motion passed.

Longevity

Christina Kuhns asked if we had any information on longevity. Tara Brown noted that we have been working with the City Manager on a new Employee Evaluation that is tied to the Core Values. Jarin Dunnigan asked if this would include a merit increase. Tara Brown noted that the City Manager has not finalized the evaluation and we will have to see how we can score the new evaluation to prepare a proposal for longevity or merit increases. The Board members discussed the current pay scale and options for included longevity. Jarin Dunigan asked if we can invite the City Manager and Alicia to the next meeting to discuss the pay plan listed in the rules and regulations to discuss the progress of the evaluation and making the changes in the rule Sec. 3-4 and 3-5.

Orientation

Jarin Dunigan asked for an update on the New Hire Orientation and noted that if the rules and regulations are presented to the new employees. Tara Brown noted that HR is currently working on updating the orientation and employees attending will receive various information about the City as well as a copy of the rules and regulations.

Sick Leave Payout at Retirement

Jarin Dunigan asked if the proposed outline to change the payout scale was presented to Jeff Davis or Gary Williams. Tara Brown noted that Jeff Davis received a copy but Gary Williams has been working on grants. Jarin Dunigan noted that he found out that non-union police and firefighters do not have an option to roll their unused sick leave into their pension plan. Jarin Dunigan explained that the proposal to extend the sick leave out to offer a better option for all employees instead of receiving a max of 50% at the time of retirement. Tara Brown asked if the non-bargaining police and fire employees could write a proposal to the pension board to allow unused sick leave. Amber Ronketto gave an example of an office who have a lot of time and will lose half of his time as well as most do not want to take a promotion due to the benefits that they lose. Chuck Vaught noted that police pension offers a lot better options than IMRF. Chuck Vaught stated that the City did not offer a payout option in previous years and this is better than losing all of the sick time. Chuck Vaught noted that due to the climate of the City, this is a very bad

time to make this proposal. Jarin Dunnigan noted that this was never only for Police and Fire but wanted to offer an option for those that want to not abuse their time because they will lose it. The Board members discussed the overall concerns of sick leave payout. Tara Brown asked if the non-bargaining police could work with local officers to propose an option to roll over unused time to the Police Pension Board for those that would like to take opportunities for advancement. Jarin Dunigan noted that Article 3 & 4 are State Laws that will not change. The City Manager could allow the effected non-bargaining police to participate outside of the scope of the rules and regulations but this is not fair. Extending the scale out to 100% would allow all employees to receive the time that they have accrued which is a scary thing financially but not all employees will not get to that point. Harvey Welch asked about IMRF and express his concerns about the issues between the pensions.

5. New Business

6. Public Comments & Questions

Alicia Jackson asked the board to keep in mind that this board was established to focus on non-bargaining employees and remember to remain compliant with the by-laws. Jarin Dunigan asked Alicia to give an overview of her new position. Alicia Jackson gave an overview of her position as the Diversity and Compliance Officer.

Harvey Welch noted that it disturbs him that we have officers that will not take a promotion due to losing benefits which means that we will lose good officers.

7. Announcements

Next meeting will be held September 13, 2018 at 2:00 pm

8. Adjournment

Motion was made by Harvey Welch and seconded by Amber Ronketto to adjourn. Meeting adjourned at 3:36 p.m.

Submitted by:
Tara Brown, HR Manager

Approved by the Board: _____