

The HR Committee met on Tuesday May 8th, 2018. The meeting convened at 5:30pm and adjourned at 7:06pm.

Committee Members Present: Aldermen Ettori, Mattis, and Tommola, chaired by Alderwoman Ryan.

Others Present: Aldermen Clifford and Whitcomb. Treasurer Markowski, and HR Director Suzanne Ellis.

Items on the agenda

Vacation Carry-Over Policy

Alderman Ettori sent this to committee to discuss and determine what (if any) the carry-over policy should look like for non-union employees. Alderman Ettori was concerned about the BOA always just approving carry-over without a potential policy in place. Suzanne Ellis discussed VLTC's and Burlington's model vacation policy which grants 5 days of automatic carry-over. Treasurer Markowski was in favor of the "use it or lose it" policy, encouraging employees to use their vacation time by a certain date. Alderman Whitcomb suggested an accrual bank system that would allow for employees to see a projection of hours earned, taken, and remaining, and therefore when their hours capped. Alderman Mattis liked the idea of people being able to carry-over their hours and having a limit. Suzanne Ellis stated that department heads need to be managing their employees. Similarly, Alderman Tommola suggested that the BOA should stay out of any carry-over decision making and have Dept. Heads and HR be responsible for it.

Some potential complex issues that came up were first year employees, logistics, and merits.

Overall, the committee and others present felt that employees needed to be mindful and more aware of their schedules and managing/utilizing their hours accrued in an appropriate and timely manner.

Alderman Ettori made a motion that there will be no carry-over, except in a time of hardship, which will be determined by department heads and HR. The motion passed 4-0 and I so move.

Employee Handbooks

Suzanne Ellis, Director of HR, purchased an online program that creates an Employee Handbook as a living document, which will be available on the cloud under the "HR" tab. The employee handbook will consist of current and updated/revised guidelines for all city employees and department heads. Additionally, this program incorporates national policy and labor, employment, and state laws.

Alderman Etori asked how department heads and staff will be notified of any changes to the document and if updates would be communicated via email. Unfortunately, not every employee has a city email, which could result in a loss of enforceability.

The program and handbook will be reviewed by Attorney Bloomer and an employment attorney.

This report is for information only.

Alderwoman Ryan