



Non-Bargaining Unit Employees Personnel Board Meeting October 26, 2017

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Wednesday, October 26, 2017, in Conference Room A of the Civic Center, 200 S. Illinois Avenue.

1. Call to Order

The meeting was called to order at 3:14 p.m., by Chair Dave Chamness.

2. Roll Call

Present: Amber Ronketto, Chuck Vaught, Christina Kuhns, Jarin Dunnigan and David Chamness

Absent: Arnold Taylor and Harvey Welch

Also present: Tara Brown, Jamie Snyder, Ted Lomax and Mark Sterns

The Board members welcomed Jarin Dunnigan to the board.

3. Approval of Minutes

Christina Kuhns noted two spelling corrections of her name.

Motion was made by Amber Ronketto and second by Chuck Vaught to approve the minutes with noted corrections from the September 6, 2017 meeting. VOTE: All in favor - Motion passed.

4. Old/Unfinished Business

A. Revised NBUE Rules and Regulations

Approval of Chapter 13, Sec. 13-8.1, change from Funeral Leave to Bereavement Leave with the mandated update of Child Bereavement Leave Act as Sec. 13 -8.2 being approved by the board to forward for council approval.

Motion was made by Chuck Vaught and second by Amber Ronketto to forward the Bereavement Leave Chapter 13, Sec. 13-8.1 and 13-8.2 for approval by Council. VOTE: All in favor - Motion passed.

B. City Government Suggestion Award Program Initiative

The NBUE members wanted clarification on who could submit suggestions to the city manager. The correction was made to question 2; that all employees except for Department Heads are eligible to receive awards.

Motion made by Chuck Vaught to accept the policy revisions. Second by Amber Ronketto. Vote: VOTE: All in favor - Motion passed. All agreed to move forward for council approval.

C. Proposed Compensatory Time Policy

The Board reviewed and discussed the NBUE Rules and Regulations on the basis of comp time being an option for non-bargaining employees within the City of Carbondale. Amber Ronketto asked why this option for comp time was only being offered to Fire. Ted Lomax noted that this would save the Fire Department money in overtime pay for Assistant Chiefs and Captains due to minimum staffing. The board discussed the fact that other departments are short-handed and noted the concern for this being allowed only for the Fire Department. Jarin Dunnigan asked about comp time being taken and the issue with minimum staffing. Ted Lomax noted that it cost less to back fill because it is not based on rank. Jarin Dunnigan asked about applying this policy for all departments for employees that are overtime eligible. Dave Chamness asked if this policy has been discussed with the City Manager to offer comp time option to other departments. Tara Brown noted that the City Manager is currently looking into the benefits of offering comp time as an option for other departments. Dave Chamness noted that this can become a grievable issue for the board. The board discussed options to offer comp time to non-bargaining employees, as noted by Amber Ronketto to save on the option of being taxed because of overtime. Tara Brown noted that the New World payroll system has comp time tracking which is utilized by Police. The Board discussed various ways to track overtime and comp time.

Motion made by Chuck Vaught to accept the policy at this time but review the cost saving and success of this proposal within a year. Second by Dave Chamness. Vote: Amber Ronketto- No because we should not put language in the rules and regulations that applies to one department. Chuck Vault – Yes, Christina Kuhns – Yes, Jarin Dunnigan – Yes and Dave Chamness – Yes. Motion passed to move forward for council approval.

D. Proposed Advance Notice Incentive – Resignation/Retirement Chapter 13, Sec. 13-2

The Board wanted clarification on how this incentive applies only for the fire department. The Board discussed if this should come from the City Manager as a department memo or an incentive for all departments that have training needs for new hires. Ted Lomax stated that receiving a six (6) month notice would assist with reducing overtime by allowing the department enough time to hire a replacement and send the new hire to the training academy. The Board discussed the pros and cons of the six (6) month resignation with concerns of rescinding. Jamie Snyder noted that we will have to do more research on rescinding resignations; as it applies employment law. Ted Lomax gave a brief overview of the process on hiring, academy and training. Amber Ronketto noted that this incentive would benefit the Police due to the required 29 weeks of training and the fact that Board should not write rules and regulations for one department. Ted Lomax noted that he would like to recommend that the Board make no change to the award statement for pensionable reasons and the monetary amount.

Amber Ronketto made to motion to postpone the Proposed Advance Notice Incentive discuss to obtain more information on rescinding resignations from legal. Second by Chuck Vault.

5. New Business

A. Sick Leave Conversion

The Board postponed the discussion to convert sick leave and would like to schedule a meeting with the City Manager. Dave Chamness noted if there was discussion with the City Manager on the options. Tara Brown noted that the Board must look at the options of how the conversion will benefit all non-bargaining employees. The Board discussed the sick and vacation buy back options as VEBA contributions. Dave Chamness asked what the options to contribute to VEBA are. Jarin Dunnigan noted that as a non-bargaining employee, no personal contributions can be made. The Board noted that this would benefit all parties because of pension and payout by the City.

6. Public Comments & Questions

Amber Ronketto asked if Legal could check on the advance of voluntary resignation could apply to police. Also, ask Human Resources to speak with the manager to see if comp time can be offered all non-bargaining the City Manager.

Dave Chamness noted that any of the proposals warranted by the City Manager to have Human Resources with Legal to draft a proposal and present to the Board.

7. Announcements

Next meeting will be held December 7, 2017 at 2:00 pm

8. Adjournment

Motion was made by Chuck Vaught and seconded by Amber Ronketto to adjourn. Meeting adjourned at 4:26 p.m.

Submitted by:
Tara Brown, HR Manager

Approved by the Board: _____