

**Non-Bargaining Unit Employees Personnel Board Meeting
September 13, 2018**

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Thursday, September 13, 2018, in Conference Room 111 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: Arnold Taylor, Christina Kuhns, Jarin Dunnigan, Harvey Welch, Chuck Vaught and David Chamness

Also Present: Tara Brown

3. Approval of Minutes

Dave Chamness asked about the Vacation Payout notification. Tara Brown noted that Human Resources would send out notice reminder to the departments in October and March. This memo would remind employees that we are halfway through the year and vacation leave over 1 ½ times will be paid out on April 30, 2019.

Motion was made by Chuck Vaught and second by Christina Kuhns to approve the minutes from the July 26, 2018 meeting. VOTE: All approved; Motion passed.

4. Old/Unfinished Business

A. Personal Rules and Regulations

1. Sick Leave Payout

Jarin Dunnigan noted that from our previous meetings the board discussed options of prorated payout of sick leave at retirement. Jarin stated that he found out that all NBUE and some union employees receive a payout and prorated because of the pay rate changes throughout an employee's career while with the City. Jarin Dunnigan noted that the option to pay employee sick leave at the rate of pay earned could be very time consuming to track and if the City could afford paying out sick leave at their previous and current pay rates.

2. Vacation Leave Payout

Tara Brown noted that Gary Williams would like to keep the cap in the Sick Leave policy and will review case by case bases for employees requesting sick leave usage for emergencies. Harvey Welch asked if all employees would receive notification of the vacation leave payout in October and March. Harvey Welch wanted to make sure that the non-bargaining employees are okay and understand this process. Tara Brown noted that the Rules and Regulations will be placed on the website and provide a copy to all admins with instructions to inform the employees that the updated version of the Rules and Regulations will be available on the website.

3. Employee Evaluations

Tara Brown noted that evaluations were sent out to the departments and will be completed by October 31, 2018. Jarin Dunnigan asked if these evaluations will not have any effect on the longevity pay for bargaining employees. Tara Brown noted that all unions have longevity included in their contracts. Tara Brown stated that Gary Williams wanted to make sure that all employees receive an evaluation and we will need to look at increasing the pay for the non-bargaining employees because new hires in fiscal year 2018, will make the same amount as a new hire in fiscal year 2019. Jarin Dunnigan noted that he asked that Alicia Jackson and Gary Williams attend this meeting to discuss the evaluation plan but due to Gary Williams having a newborn, we can invite them to the next meeting. Chuck Vaught ask that Tara Brown find out when the City stated the Performance Appraisal Management (PAM) study. Tara Brown noted that the (PAM) study established grades with a broader scope of the pay scale which is minimum to maximum but most positions start between minimum and mid-point. Christina Kuhns noted that the City could still use the scale but replace every five years with a longevity. The Board members briefly discussed proposing a plan to present a longevity plan to the City Manager. Tara Brown noted that Jeff Davis would like to look at each position and discuss with the departments to see if increases are possible and how would that work. The board suggested reviewing the old longevity plan and provide some suggestion to present to the City Manager for the next meeting. Jarin Dunnigan wanted to know if the evaluations are being completed now, when they would receive an increase. Tara Brown noted that Jeff Davis would have to look at the estimated budget for fiscal year 2019 and proposed this to the departments to discuss the options for a minimum increase for all positions. The evaluations are currently being completed because Gary Williams wanted everyone to be evaluated by October 31, 2018. Jarin Dunnigan noted that we could look at proposing an annual increase with a merit from the evaluations and receive a longevity every 5 years. Chuck Vaught asked Tara Brown to look back at Council meetings to see why the City abandoned the merit increases and went with the PAM study.

5. New Business

6. Public Comments & Questions

7. Announcements

Next meeting will be held November 8, 2018 at 2:00 pm

8. Adjournment

Motion was made by Chuck Vaught and seconded by Arnold Taylor to adjourn. Meeting adjourned at 3:05 p.m.

Submitted by:
Tara Brown, HR Manager

Approved by the Board: _____

REQUEST FOR ACTION

DATE:
ITEM NO.

Attached are the minutes of the Non-Bargaining Unit Employees Personnel Board's Regular Meeting held on September 13, 2018. Board approval is requested.

Motion by: _____ Second by: _____

To _____ Pending _____