



Non-Bargaining Unit Employees Personnel Board Meeting November 15, 2018

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Thursday, November 15, 2018, in Conference Room 103 of the Civic Center, 200 S. Illinois Avenue.

1. Call to Order

The meeting was called to order at 2:14 pm by Chair Jarin Dunnigan.

2. Roll Call

Present: Christina Kuhns, Chuck Vaught, Arnold Taylor, Jarin Dunnigan, and Dave Chamness

Also Present: Tara Brown and Alicia Jackson

3. Approval of Minutes

Christina Kuhns noted to add sick leave at retirement in reference to the prorated payout of sick leave.

Jarin Dunnigan noted the correction from sick leave to vacation leave in reference to notification of the sick leave payout in October and March.

Jarin Dunnigan noted to add a new paragraph at Tara Brown to title as Vacation A-2 and Sick Leave A-1.

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

4. Old/Unfinished Business

A. Employee Orientation and Onboarding

Alicia Jackson gave an overview of the employee orientation held on November 5, 2018 and November 19, 2018 for all new hires January 17, 2017. The orientation consist of reviewing policies and procedures, rules and regulations and benefit programs offered throughout the City of Carbondale. Reviewed some of the retirement plans for non-bargaining and bargaining staff. Alicia Jackson noted that we are the process of creating an onboarding video for all new hires. Dave Chamness asked about the tour of the city facilities. Alicia Jackson noted that we asked if they wanted to take a tour but not one was interested. Dave Chamness noted that it was a requirement for all new hire to take a tour of the city facilities and bring in the committee member so the new employees will know who to go to. Alicia stated that the video would feature the city facilities and introduction from each department head. Dave Chamness noted that employees change positions and the video could become outdated. The concept was that an orientation was to be held twice a year to introduce the new employee to the various departments and facilities. The Board discussed the orientation process being held twice a year and offering all employees an opportunity to visit other locations. Chuck Vaught noted that the tour is a requirement for all new hires. Alicia Jackson noted that we can look at making the tour/facility visits mandatory. Jarin Dunnigan noted that the police department has a check off list of departments that the trainees have to visit to complete a portion of their training. The Board agreed that a video is a

good idea for onboarding but would like to continue with the tour of the city facilities and introduction from the department heads twice a year.

B. Evaluations

The Board has questions and concerns in reference to the evaluations. The Board tabled the discussion for the next meeting. Invite Gary Williams and Alicia Jackson to the next meeting to discuss the goals and objectives of the evaluations.

5. New Business

A. Basic Rate Pay Plan

The Board discussed the options to present a plan to the City Manager to discuss longevity or merit for Non-bargaining employees. Tara Brown noted that she has concerns with merit increases being fair and consistent throughout all departments. Tara Brown noted that the Board could present the idea for longevity with a performance measurement included. If an employee is still in a position and not performing, this issue is with management not addressing or correcting the issues with the employee. Jarin asked for information about the Position Appraisal Method (PAM) study and why the City changed from Merit system. Jarin Dunnigan noted that we need to ask the administration if they want the Board to assist or provide input on the change in merit or longevity. Dave Chamness noted that the Board can suggest change or revision to non-bargaining rules and regulations. Christina Kuhns asked if we can propose a change in policy to lock the base for 5 years to allow employees to make more than new hires. Christina Kuhns asked if we could propose a change in policy Sec 3-3A to lock the base pay for pay grade without the cost of living increase. Dave Chamness noted that there are some employees that have not received an increase and what do we do with that person. Tara Brown noted that she would have a discussion with Jeff Davis to see what can be done for the employees that have been with the city of numerous years and are making the same amount as those employees that recently started with the city. Chuck Vaught noted that there is no perfect solution to merit or longevity because it all depends on funding for the department. The Board discussed the concerns with union contracts providing a longevity increase and there is no performance component attached. Jarin Dunnigan noted that we have to find out what we can and cannot do from the City Manager to suggest changes.

B. Kronos System

Jarin Dunnigan asked if HR has heard anything negative about the time clocks. Chuck Vaught noted that there has always been rumors of time clocks being installed. Christina Kuhns noted that she has received some questions in reference to leave based on seniority but stated that leave will be approved by the supervisor. Christina Kuhns stated that she is in training and Kronos should help to streamline a process that takes her three days to complete, as well as reduce the numerous documents and emails. Tara Brown explained that Kronos will streamline the process and provide real time accruals.

C. Non-Bargaining Employees Survey

Jarin Dunnigan noted that he would like to know if employees have some concerns that they would like to bring to the Board. Jarin Dunnigan asked if we could send out something to the employees to get their feedback, issues or concerns to the Board. Tara Brown noted that all city employees do not have email. Jarin Dunnigan noted that we can maybe send something out in paper but we can discuss this at another time.

6. Public Comments & Questions

7. Announcements

Next meeting will be held January 10, 2018 at 2:00 pm

8. Adjournment

Motion was made by Chuck Vaught and seconded by David Chamness to adjourn. Meeting adjourned at 4:00 p.m.

Submitted by:
Tara Brown, HR Manager

Approved by the Board: _____

NON-BARGAINING UNIT EMPLOYEES PERSONNEL BOARD
REQUEST FOR ACTION

DATE:
ITEM NO.

Attached are the minutes of the Non-Bargaining Unit Employees Personnel Board's Regular Meeting held on November 15, 2018. Board approval is requested.

Motion by: _____ Second by: _____

To _____ Pending _____