



Non-Bargaining Unit Employees Personnel Board Meeting November 14, 2019

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Thursday, November 14, 2019, in Conference Room 103 of the Civic Center, 200 S. Illinois Avenue.

1. Call to Order

The meeting was called to order at 2:04 pm by Vice-Chair David Chamness.

2. Roll Call

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

Also Present: Tara Brown, Phillip Williams, Trevor Rogers, Carl Bailey, Bradley Chapman and Ben Hencke

Board members agreed to move the New Business on the agenda due to guest attending to ask question about the agenda items listed in reference to Longevity pay vs Merit.

3. Approval of Minutes

Christina Kuhns noted that Corey is spelled incorrectly, add a coma before Arnold Taylor, Christmas Eve days off from 2020 to 2029. Christina Kuhns noted that the end of the Christmas Eve discussion, Jarin Dunnigan and Dave Chamness made comments that needed correction. Jarin noted that the correction is the comment referencing that the unions might negotiate this in the future and the City Manager will have to deal with the unions. Dave noted to add 10 years to the longevity discussion.

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. New Business

A. Christmas Eve Holiday Leave Update

Tara Brown noted that the City Manager approved the full day of Christmas Eve off in 2020 and would not like to put this into policy. The City Manager noted that he would have to see how much it would cost the City and how it would affect the budget in the future. Jarin noted for our guest that the board presented information to the City Manager to potentially look into NBUE have a full day off on Christmas Eve in the future. Jarin explained that NBUE are the only employees to get ½ day off on Christmas Eve. Christina noted that based on the current policy, we will not receive Christmas Eve off for the next 3 years. Tara suggested that the board table this discussion until next summer to discuss with the City Manager about considering the full day off on Christmas Eve in the future. Jarin noted that the Christmas holiday fluctuates but adding the full day

off on Christmas Eve would be a benefit of the family friendly plan for the City as suggested by the City Manager.

B. Discussion on Longevity Pay vs Merit

Tara noted that she met with the City Manager and Jeff Davis to discuss longevity for the NBUE. Jeff Davis stated that it has been over 20 years since NBUE received longevity and the plan would be to go forward on May 1. Jeff stated that going back would not be cost effective for the City. Tara noted that there was discussion in reference to the paygrade structure and how longevity would affect the employee paygrade structure. The board discussed the various concerns with how longevity would not affect the employee's paygrade structure and various concerns with the previous step plan which resulted in the pay grade changes. Jarin noted that longevity has to start somewhere to help the future employees and this will help with retention of employees. Jarin explained that longevity was a springboard off of the discussion about evaluations and merits if tied to an increase. The board made a recommendation to implement a mechanism to provide an increment for post years to keep in place which would require some additional information. The board would like to request a financial impact report with the percentages, rollout plan and the cost effect to the city, as well as input from the City Manager.

Dave Chamness asked that Tara send out a copy of the pay grades to the board members.

Jarin asked for there are any comments and/or questions.

Carl Bailey was concerned with merit vs longevity and if longevity would go back. Carl stated that he has been with the City for 18 years and taking into consideration that he received a merit 2 years after starting, cost of living varying from year to year and furloughed but was given back in vacation days.

5. Old Business

The Board members reviewed the Employee Handbook with previous corrections. The board suggested that Tara continue to make the necessary corrections and email the updated copy to the board members.

6. Public Comments & Questions

7. Announcements

Next meeting - TBD

8. Adjournment

Motion was made by Dave Chamness and seconded by Chuck Vaught adjourn. Meeting adjourned at 4:36 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 14, 2019. Board approval is requested.

Motion by: _____ Second by: _____

To _____ Pending _____