



Non-Bargaining Unit Employees Personnel Board Meeting
October 16, 2020

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Friday, October 16, 2020, on Zoom

1. Call to Order

The meeting was called to order at 11:02 am by Chair Jarin Dunnigan

2. Roll Call

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

Also Present: Tara Brown, Dan Reed, KaSandra Wren, Corey Cawthon, Susie Toliver and Trevor Rogers

3. Approval of Minutes

Dave Chamness noted a correction to capitalize Board in section 4 B. Dave asked if Tara could send out the current pay grade scale.

Motion was made to approve the minutes with corrections by Dave Chamness and second by Arnold Taylor. VOTE: All approved; Motion passed.

4. Old Business

B. Longevity

Jarin Dunnigan gave a brief overview of the previous discussions about longevity for non-bargaining employees. Tara Brown noted that Jeff Davis presented a longevity plan to Council before the FY2021 budget approval became effective May 1. During our last meeting the Board wanted to present a proposal to the City Manager to offer tenure employees a bump before rolling out this plan. Jarin Dunnigan gave insight into his meeting with the City Manager suggesting that the Board create a longevity policy to have codified by Council. Jarin noted that this is a good step for all employees going forward because they will receive a 2.5% increase when the employee reaches their anniversary date at 5, 10, 15 years etc. Jarin Dunnigan noted that with recommendation from the Board to make the longevity effective from January 1, 2020. Jarin Dunnigan shared a rough draft of a sample longevity policy more in line with the union language. Arnold Taylor noted that this might push most retirees over their allowable earnings. Jarin Dunnigan noted that IMRF has a 3 to 4 year past year review which should not hurt the employee. Chuck Vaught asked about checking the archives to find the language used in the 90's before the PAM study. Dave Chamness asked about the concerns with salary overlapping with supervisor's when the employee received the cost of living and longevity. Jarin noted that the City Manager is aware of these issues and will be addressing them on an individual basis. Christina Kuhns noted that it might be fair to give tenure employees a 2.5% increased for their past service of 5,10,15+ years when this is rolled out. Dave Chamness suggested using the teamster contract verbiage to include the 30 and 35 years of service for longevity. Jarin Dunnigan noted that he would look into a

few things with making it fair before implementation of the longevity plan and what mechanisms to address overlapping issues.

A. Employee Handbook

Jarin Dunnigan explained that the handbook project was in the works last year and was given to HR to simplify but the pandemic has added some additional policies and updates. Jarin noted that we could send the rough draft to someone else to review for errors and formatting. Tara Brown suggested that the Board discuss the change at the next meeting and vote to submit to a company to professionally format and make the necessary corrections on imagining and add the logo. Jarin Dunnigan noted that this will not be codified but will be reviewed by the Council.

5. New Business

A. Covid/Furlough Concerns

Jarin Dunnigan noted that there have been some concerns from employees and wanted to know if the Board has any additional concerns that they would like to discuss. Tara Brown noted that Jeff Davis applied for a relief grant to assist the City with funding due to the effects from Covid and waiting on approval. Tara Brown stated that formal notification is being drafted to cease furloughs and will send out the information to all employees. Corey Cawthon asked if employees have schedules days, should they continue to take those day off. Tara Brown stated that everything will remain status quo until further notice. Christina Kuhns received questions about the employees who had already taken furlough days, will they be docked because it seems that they received a free vacation. Jarin Dunnigan noted that it seems that way but the employees will be reimbursed for their time off because we had to work with the information given.

6. Public Comments & Questions

KaSandra Wren asked about the Covid furloughs. Jarin Dunnigan noted that employees hired after May 1, will not have to furlough.

7. Announcements

Next meeting will be held November 19, 2020 at 11:00 am

8. Adjournment

Motion was made to adjourn the meeting by Dave Chamness and seconded by Arnold Taylor.
Meeting adjourned at 12:00pm

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 October 16, 2020. Board approval is requested.

Motion by: _____ Second by: _____

To _____ Pending _____