



## **Non-Bargaining Unit Employees Personnel Board Meeting November 19, 2020**

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Thursday, November 19, 2020, on Zoom

### **1. Call to Order**

The meeting was called to order at 2:03 pm by Jarin Dunnigan.

### **2. Roll Call**

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

Also Present: Tara Brown and Anthony Harrison

### **3. Approval of Minutes**

Chuck Vaught a correction on the last page stating necessary corrections and will not be codified in the Employee Handbook section. Correct the statement in public comments and questions to we will not have to furlough.

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

### **4. Old Business**

#### **A. Discussion on Longevity Pay**

Jarin Dunnigan suggested that table this discussion for the next meeting because the goal was to submit the proposal to the City Manager to present the policy to Council. Jarin Dunnigan suggested that the Board will hold the discussion over until the next meeting to vote on the policy to go the Council. Dave Chamness agreed that we can table this until the next meeting and will allow for additional comments from the Non-Bargaining employees. Tara noted that she met with the City Manager and Jeff Davis to discuss longevity for the NBUE. Jarin Dunnigan reviewed that policy changes with the Board and noted that as per the City Manager, the policy will be retroactive as of May 1, 2020. Chuck Vaught referenced the continuation of service and the previous issues with FMLA. Tara Brown noted that unpaid FMLA can affect the employees' accruals but approved FMLA will not cause a break-in service. Jarin Dunnigan noted that this policy will affect a number of employees. The Board discussed various issues with past anniversary dates and employees retiring before their next 5-year anniversary. The Board discussed various suggestions on how to accommodate those employees who missed their 5, 10 and/or 15-year anniversary. Christina Kuhns noted that at the last meeting, she suggested the flat 2.5% for everyone who had been here 5 years or more. Jarin Dunnigan noted that Jeff Davis did the calculations which was not fiscally possible for the City. The Board discussed various options to provide an accommodation or compensation for the employees who missed their longevity

anniversary. Arnold Taylor noted that the longevity policy is a long time coming. Corey Cawthon suggested polling the employees to feedback on this longevity policy and to see if they have suggestions on non-fiscal accommodations. Tara Brown noted that we might be able to use survey monkey as a platform to get feedback. Corey Cawthon and Christina Kuhns will create a survey to post on survey monkey. Jarin Dunnigan noted that this will let employees know what we are doing. Corey Cawthon shared that this will let employees know that we care about their input.

**B. Employee Handbook:**

The Handbook is being reviewed and formatted at this time. Tara Brown noted that we need to add some mandated policies from IML as well as some new federal guidelines. Hope to have this completed by the end of the year or first of 2021.

**C. Covid/Furlough:**

Jarin Dunnigan noted that Covid is still out there and we will continue to social distance and wear mask. No grievances in reference to furloughs. Tara Brown noted that HR will send out a Holiday reminder to remember to stay safe.

**5. New Business**

None

**6. Public Comments & Questions**

**7. Announcements**

Next meeting – December 1, 2020

**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.

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Attached are the minutes of the Non-Bargaining Unit Employees Personnel Board's Regular Meeting held on November 19, 2020. Board approval is requested.

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

To \_\_\_\_\_ Pending \_\_\_\_\_