

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee met on Monday, August 12, 2019 at 6:15 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present: Vicki Davis Council Member
Kathy Schwantes Council Member
Rick Fagerlie Council Member
Audrey Nelsen Council Member

Others present: Human Resource Director Samantha Beckman and Interim City Administrator Brian Gramentz.

Item No. 1 Call to Order

The meeting was called to order by Council Member Davis at 6:20 p.m.

Item No. 2 Public Comment

There were no public comments.

Item No. 3 Building Permit Technician Job Description Update (Motion)

Staff brought forth, for approval, updating the Building Permit Technician job description since the position is currently vacant and needs to be posted and filled. The title was updated as well as a few of the duties but no major changes in description or role. A motion was made by Council Member Schwantes, seconded by Council Member Nelsen and passed to approve the updated job description with two additional minor changes.

Item No. 4 Travel Reimbursement Policy Update (Resolution-1, Motion-1)

Staff brought forth, for consideration, updating the current Elected Official Out of State Travel Policy and the employee Travel Policy. The proposed updates would tie the meal reimbursement amounts the state approved levels rather than a specific amount set by City policy. This will reduce the time employees and the Finance Department spend on processing receipts and other travel reimbursement. The policy will not need to be continually updated to account for price changes as it will be tied to the state’s reimbursement rate. A motion was made by Council Member Schwantes, seconded by Council Member Nelsen and passed to approve the updated Elected Official Out of State Travel Policy (Resolution) with one minor edit. A second motion was made by Council Member Schwantes, seconded by Council Member Fagerlie and passed to approve the updated employee Travel Reimbursement Policy (Motion).

Item No. 5 Employee Personnel Policy – 6th Section (Motion)

Staff presented the sixth section of the updated employee personnel policy, Sick Leave Donation Policy, and Sick Leave Upon Separation Policy. Text in black is League’s recommended language, text in green is language pulled from our existing Personnel Policy, and text highlighted in yellow is a new policy being implemented at the City. The following was all pointed out as new policies being implemented through this section of the Policy: requirement that all paid time must be used during a Leave of Absence, requirement that sick leave be used before vacation or comp time for a medical leave, sick leave not being approved after notice of termination has been given, and exempt employee must provide a 4 weeks’ notice to receive their vacation or sick leave paid out. A motion was made by Council Member Schwantes, seconded by Council Member Fagerlie and passed to adopt the sixth section of the new Personnel Policy and two additional policies.

Item No. 6 Employee Personnel Policy – 7th Section (Information)

Staff distributed the seventh section of the updated employee personnel policy. At the League's recommendation, staff is utilizing their handbook template and customizing it to Willmar's policies and procedures.

Item No. 7 Miscellaneous (Information)

Reminder that there will be no Labor Committee Meeting on August 26th.

There being no further business to come before the Committee, the meeting was adjourned at 7:05 p.m. by Council Member Davis.

Respectfully submitted,

Samantha Beckman
Human Resources Director