

Minutes File 4196 – Public Works Director Exempt Salary**August 21, 2008**

Eric also spoke with her regarding the Public Works Director's weekend and night-time call-out compensation. Mayor Mackenzie acknowledged the exempt status for the position, and urged caution be exercised to insure that exempt positions don't ultimately receive less compensation than a non-exempt supervisor due to accumulated overtime. Monica suggested comparing the total yearly compensation between Eric and his staff. Ken inquired as to any budget issues and stated that nothing prohibits an exempt employee from incurring call-out pay. Mayor Mackenzie wondered if this would be a personnel policy issue. Ken confirmed that it was not an issue and that an exempt employee could receive compensation by motion of the Council. Council expressed a desire to review all exempt positions. Jim Anderson requested that the information be made available within the next month and be addressed as an agenda item. Masco requested a report of gross payroll amounts for all employees for 2007 as well as August year to date amounts. It was agreed that both Eric Hansen's and MaryAnn Duncan-Cole's excess hours be provided and reviewed at the next Council meeting. If the hours are related to separate funds, that break-down would also be helpful.

January 15, 2009**SALARY SCHEDULE EXEMPT STATUS PWD**

A second salary issue was continued from December's City

Council meeting - exempt employee status. Jim Anderson felt that a fair compensation packet should be offered to those unable to get OT. He would like to see a in the "declaration of emergency" that the Council order to allow for salaried positions to claim OT. Mayor McKenzie stated that defining an emergency could be a problem. Ken Woodrich asked if there was an emergency ordinance in place. He added that doing so would not change an employee's status, but it would allow for OT. Monica Masco suggested looking at the County's criteria for declaring an emergency. Ken stated that procedures needed to be in place for declaring an emergency and defined an emergency as an "imminent threat to life, health or safety". If a declaration was made council must ratify it. Mary Ann responded that the Council has adopted an interim procedure until an emergency plan (which is being worked on, was completed). Mary Ann clarified that there will be certain times-during emergencies-long hours will be worked. An account line could be ear-marked specifically for those OT hours during emergencies.

She suggested establishing a separate reserve for exempt employee salaries for specific situations requiring excessive staff time that were non-emergent. She referenced Eric Hansen's document which provided options for addressing the OT issue on his exempt position. Monica felt that other staff besides Eric should be taking the week day on-call work. Mayor McKenzie asked if council will need to approve overtime accounts monthly. Chris Ford felt it wise to keep tabs on hours and funds; City Council could direct on its usage and control. Mary Ann said she would work with Candace and collect OT hours for the month and submit for approval next month. Ken suggested listing on the consent agenda. Jim Anderson asked if this would be a new policy. Ken said it would be a new line item in the budget with the procedure being approved by council in the next month after funds are expended. Jim asked if the "emergency" language would be included in the motion. Mary Ann stated that January call-outs would be provided next month for Council's review and decision. Mayor McKenzie asked for a pledge from Council to roll back to January if a decision was not arrived at in February.

February 19, 2009

PUBLIC WORKS DIRECTOR EXEMPT STATUS

Monica Masco had requested a compilation of council comments regarding amending the personnel policy relevant to the Public Works Director's position. Discussion at the January meeting addressed extra reserve funds, but it did not resolve the OT issue. Eric Hansen has provided a memo addressing the burden of handling on-call. Ken Woodrich advised that council would not be changing Mr. Hansen's status as an exempt employee; the only discussion at hand was over-time. Council would be amending the personnel policy only, not compensation. Mary Ann referenced Eric's memo and added that more staff is employed now to share the on-call burden. Gordon Rosander provided a history of week-end on-call status. Monica inquired if the on-call work during the week was comparable? Mary Ann stated that increase in staff should allow for spreading the on-call out a bit more. An analysis of 8-9 months of 2008 timesheets was provided. If problems or emergencies occur, the OT is not controllable. Poor planning management could also have an effect on scheduled projects. Mayor McKenzie inquired if council had discussed Mary Ann bringing monthly issues to council, for example Mary Ann has provided the OT report for January. Karl Russell stated that wages for "carrying a phone" are comparable. Judith Lanz clarified that salary and responsibilities have been broken out for council. \$6,000 was the amount discussed at length for on-call compensation and was adjusted in the compensation policy. Monica requested that **both salaried employees** (Eric Hansen and Mary Ann Duncan-Cole) need to document excessive hours. Ken recommended amending the personnel policy, Chapter 4, after last paragraph, adding "except as otherwise approved by city council." Eric's request regarding unexpected call-out compensation also needs to be approved. He does not have a problem with longevity for staff, nor does he expect to be compensated for meetings. Monica asked how other staff felt about additional on-call hours. Eric did not discuss changes with staff, however Mary Ann did. Gordon Rosander stated that he did not have a problem with taking on-call when needed. Eric can distribute on-call with staff. Ken called for a motion to amend the personnel policy. Kathleen Morrow moved to amend Chap. 4.2 of the personnel policy inserting the language "except as otherwise approved by city council" with a second by Monica Masco; unanimously approved. Monica moved to approve Eric Hansen's memo of October 22, 2008 regarding OT compensation of 7 hours; a second was made by Kathleen Morrow; unanimously approved. Ken asked what the limitation on approval of OT requests would be. Judith Lanz felt that council may need to go back to include project hours. Mary Ann stated that it should be effective as of January, 2009. Monica agreed that only the previous month's OT hours should be provided for next month's approval. She added that if staff had issues regarding changes they can bring them to the next meeting.