

City of Lodi Human Resources Committee Meeting
Minutes of February 6, 2018

1. Call to Order.

Chair Groves Lloyd called the meeting to order at 6:00 pm.

Committee Members Present: Suzanne Miller, Ann Groves Lloyd, Bill Welch

Staff Present: Jennifer Sweeney, Julie Ostrander, Kennan Buhr, Scott Klicko, Sandy Bloechl

Others:

2. Public Input. None

3. Minutes of the December 5, 2017 Meeting.

Motion by Welch, second by Miller to approve the minutes of the 12/5/2017 meeting. Motion carried.

4. Police Union Discussion

Klicko requested this item be placed on the agenda because he has not been updated where the city is with this process. Ostrander stated she had a couple updates from the labor lawyer. They discussed policies and want to make sure the policies for police union are in line with the city's current policies.

5. Police Sergeant/ Police Lieutenant Position Description

Klicko stated the police union and its negotiations do not dictate the organizational structure of the police department. So, the city shouldn't have to wait until the union conversations are finished to consider the position of police lieutenant. If the police lieutenant position is created, the sergeant position would be placed on hold indefinitely. Klicko stated that the administrative duties the sergeant position is responsible for within the police department are in conflict with the position's union duties. Klicko stated this would be an exempt, non-union position with minimal impact on the budget since the current sergeant position draws a lot of overtime. However, the position still needs to be graded for placement within the city's classification structure.

Groves Lloyd stated she would like to see the position's impact on the budget before approval. Additionally, the committee would like to see a JAQ completed for the position and the position graded before making a decision at their next meeting. This item should be on both the finance committee agenda and the human resources agenda in March.

6. Executive Leave Discussion

The committee asked who receives this time, and how is it determined. The policy clarifies that salaried positions receive an extra five days of executive leave due to regular additional requirements outside of a normal work day. Groves Lloyd questioned if this was for all salaried employees based on its title and suggested a title change for this bank of time. Welch identified that the policy states executive leave is for all salaried employees, regardless of its title. Bloechl stated when it was put in place she was instructed to provide five extra days of leave to all salaried employees. Welch resolved to leave executive leave as-is since there has not been an issue with the language, name, or policy, and the committee agreed.

7. Exempt Employee Timesheet Discussion

Ostrander spoke with a lawyer about exempt timesheets. The lawyer recommended signing off on all timesheets, stating that it protects the city with the intention that employees "agree" with what they are paid. Based on this information, Ostrander suggested that all employees, regardless of their exemption status, fill out a timesheet. Currently exempt employees only fill out a form when taking time off.

Klicko requested a few minutes of the committee's time to relate his thoughts on this issue. He stated that he disagrees with salaried employees submitting timesheets. In addition, he frequently surpasses the 40 hours he is reimbursed for due to outreach, meetings, position responsibilities, and city representation. He related that his position description states his position is exempt, the consultants GovHR classified it as exempt, and all tests indicate it's an exempt position. He shared concerns surrounding an exempt employee filling out a timesheet. A

weekly timesheet may inadvertently create timecard fraud if employees state they are here only 40 hours when they are here more or less in a given week because, either way, the city is required to pay them for 40 hours. Buhr stated he shared the same concerns over inadvertently falsifying a timesheet.

Welch clarified there is a difference between timesheets and time records. In his experience, he has never filled out a timesheet when salaried. Groves Lloyd agreed. However, time records are useful in situations where salaried employees will bill for their time—a scenario that the city doesn't currently have with its employees. Welch reasoned that salaried employees shouldn't have to turn in a timesheet to validate their wage due to employee/employer trust. Welch stated that just because a lawyer suggests something doesn't mean we have to do it or should do it. Groves Lloyd agreed there is a professional trust that employees will report time accurately. While she understands the lawyers concern, she doesn't feel timesheets are warranted.

The committee agreed they appreciated the advice of the attorney but will not be taking it. The committee recommends that the treatment of exempt employees' time remains the same. They should continue to report time away, but there is no need to report time on a weekly basis.

8. Pay Range Update

Groves Lloyd, Sweeney, and Ostrander met earlier in the week to discuss pay ranges and performance discussions. More information will be brought to the March meeting. At that time, Ostrander hopes to have an update to the pay ranges from GovHR. Sweeney clarified that the changes discussed will provide a more concrete mechanism to move employees through their ranges.

9. Additional Paid City Holiday: Martin Luther King Jr. Day

Groves Lloyd requested this item be placed on the agenda. She stated the Lodi School District was closed on this date, and she thinks city hall should be closed as well in honor of the date. She is requesting an additional paid holiday for employees be added to the city's paid days off. The committee was in support of this idea. An amendment to the HR policies will be brought to the next committee meeting for recommendation to council.

10. Date and Time of Next Meeting

The next meeting will be Tuesday, March 6, 2018 at 6:00 PM.

11. Adjourn

Motion by Welch, second by Miller to adjourn. Motion carried. The meeting was adjourned at 6:49 pm.

These minutes have been approved.