

**Personnel/Budget Committee
Meeting Agenda
Fillmore Conference Room
May 8, 2023 - 4:30 p.m.**

1. Personnel Budget Committee May 8, 2023 4:30 p.m.
2. Consider proposed promotion to Assistant Wastewater Class B.

Members Present: Councilor Mike Urban and Paul Novotny.

Members Absent: None.

Others Present: Beth Carlson, Brian Burkholder, and Joel Young.

Personnel Policy: The committee reviewed changes that were proposed to the City's Personnel Policy. The primary change was to change references from "city clerk" to "city administrator," and from "superintendent of city services" to "Director of Public Works."

The committee said that they would like to revisit the policy that pays out earned and unused sick time, expressing concern about the financial impact in the event that multiple employees leave in the same year, especially seasoned employees. It was noted that it is unusual for an employer to pay employees for unused sick leave, but the committee members didn't object to the policy as they recognized the value of the policy; but they would like ways to mitigate the concern that was expressed.

One suggestion was to change from paying the sick leave time as cash over the course of time to making a lump sum payment into a deferred compensation investment, which would save the employer and the employee tax dollars. Another suggestion was to switch to a PTO system. These ideas will be discussed prior to the next update to the policy.

INTEROFFICE MEMORANDUM

TO: Personnel/Budget Committee
FROM: Brian Burkholder, SCS
SUBJECT: Mitch Irish/Assistant Wastewater Operator Class B
DATE: 4/27/2023

Action Requested: To consider changing Mitch Irish from Assistant Street/Maintenance position to Assistant Streets/Assistant Class B Wastewater Operator position.

Background: For the last 3 years, Mitch Irish has been working towards obtaining his Class B Wastewater Certification. Mitch took his test on March 30, 2023, and was recently notified on April 20th that he had passed his exam.

Back in October 2021, I brought forward an upgraded position change to include Assistant Street/Senior Maintenance for Mitch which was approved. It was also discussed that if he would pass his Class B Operators exam, that Mitch potentially could be moved to an Assistant Class B Assistant Wastewater Operator which we have previous had years back.

Now that Mitch has passed his exam, I would like to recommend moving Mitch to the Class B Assistant Wastewater Operator to include Assistant Streets position. I do believe that it would be a benefit to the City of Chatfield to have 2 Class B Operators for what may hold in the future. Mitch's anniversary date for his current position is November 6, 2021. Also, with Joel's retirement coming up, I would really like to get this approved before Joel leaves his position and to take affect before or on Mitch's Nov anniversary date.

Thank you for your time,
Brian Burkholder