



REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: December 3, 2019

Subject: Personnel Committee Recommendations

Report: The Personnel Committee, consisting of myself, Council Member Pederson, and Council Member Seils, met on November 5th and are recommending approval of the following personnel policy and pay structure changes effective January 1, 2020 for non-union employees. These changes are currently in place for union employees.

- Revise the vacation schedule as follows.

Years of Service	Current Schedule	New Schedule
1 year	40 hours	40 hours
2 years	80 hours	80 hours
3 years	80 hours	88 hours
4 years	80 hours	96 hours
5 years	88 hours	104 hours
6 years	96 hours	112 hours
7 years	104 hours	120 hours
8 years	112 hours	128 hours
9 years	120 hours	136 hours
10 years	128 hours	144 hours
11 years	136 hours	152 hours
12 years	144 hours	160 hours
13 years	152 hours	
14 or more years	160 hours	

- Increase the monthly HSA contribution for family coverage from \$200 to \$225 per month. This change is reflected in the 2020 Budget.
- Remove vacation hours used as counting towards hours worked for the purpose of computing overtime.
- 2% cost of living adjustment plus a step increase, contingent on a successful performance review.

Council Action Requested: Council motion approving the personnel policy and pay structure changes for non-union employees effective 1-1-20 as presented and recommended by the Personnel Committee.