



## December 3, 2019 Personnel Committee - Minutes

**The City of Adel's Personnel Committee met in the council chambers at Adel City Hall, 301 South 10<sup>th</sup> Street, Adel, Iowa, on December 3, 2019 at 6:45 p.m.**

Miller called the meeting to order at approximately 6:57 p.m. Members present: McAdon, Miller, and Selby. Others present: Finance Director Sandquist and Public Works Director Overton.

McAdon motioned, seconded by Selby, to approve the July 2, 2019 minutes. Motion carried unanimously.

Discussion began on the employee handbook. Miller noted that a draft had been distributed with comments and some questions. Miller stated that most of the changes were related to formatting or had been recommended by legal. Sandquist noted that Ahlers & Cooney had suggested lowering the maximum sick leave accrual to 480 hours. However, many staff members stated that this change would make the City quite lower than other cities. Sandquist stated that department heads are recommending maintaining the current rate of 960 hours and reviewing further.

Sandquist stated that the current handbook does not fully address the former public works union, which had a separate collective bargaining agreement until June 30, 2019. Compensatory time was the main issue that would need to be reconciled. Sandquist stated that a compromise of 80 hours would help with staff shortages. Moving the payout to June would keep comp. time cash outs at the same rate as being earned.

Miller asked about the next steps for the handbook. Sandquist stated that, as the handbook has worked its way through staff and department heads, the committee should provide input before a final draft is developed. McAdon asked whether the handbook was being expanded with the public works union agreement. Sandquist stated that the union agreement was being incorporated into the handbook. For example, public works staff receive overtime at anything over eight hours in a day, whereas administration staff receive overtime at anything over 40 hours in a week.

Miller asked about leave donation. Sandquist stated that department heads did not come to a consensus about this proposed policy. Sandquist noted that Ahlers & Cooney had recommended using vacation only if pursued. Miller suggested abandoning the leave donation policy unless staff were serious about it.

Overton noted that another area of discussion is vacation. Sandquist stated that department heads had expressed support for vacation increases every five years, whereas the current policy has a few ten-year periods. Miller asked whether the proposal would stair-step every five years. Sandquist stated that adding a week every five years could become too much, since some staff do not use all their vacation.

Miller stated that changing the years of service would require changing the amount of vacation offered. The committee agreed that 30 days of vacation is a significant amount. Sandquist stated that the longevity award needs to be factored into the hourly rate for overtime purposes. McAdon noted that this change should be separated for wage increase purposes. The committee asked for time to review the handbook updates. Sandquist stated that the handbook will be evaluated, updated if needed, and readopted annually going forward.

Discussion moved to the City's property, liability, auto, workers' compensation, and general insurance. Miller stated that the City has reviewed examples of insurance agent best practices and has compared them to the current providers. Staff concerns have brought this issue to the committee. Miller stated that a formal RFP process does not need to be used. Sandquist stated that the change can be made mid-year and does not have to be made today.

Sandquist stated that the City's insurance provider, EMC, would not change. McAdon stated that the City should open the process to any agents who work with EMC. Sandquist stated that an RFP could be used.

With no other business, the meeting was adjourned at approximately 7:25 p.m.  
Respectfully submitted: Anthony Brown, City Administrator