

-UNAPPROVED-

MINUTES  
PERSONNEL COMMITTEE MEETING  
February 23, 2022, at 12:00 p.m.

MEMBERS PRESENT: John DeCramer, Craig Schafer, Steven Meister

STAFF PRESENT: Sheila Dubs, Human Resource Manager and  
Sharon Hanson, City Administrator

The meeting was called to order by Chairman DeCramer at 12:05 PM.

MOTION BY Meister, SECONDED BY DeCramer to approve the Minutes of the November 9, 2021 meeting. ALL VOTED IN FAVOR 3-0.

Chairperson DeCramer requested Human Resources Manager Dubs introduce the agenda item under consideration, amendments to the personnel policy. Dubs introduced Chapter 4 of the Personnel Policy manual and indicated that this is being recommended for amendment at this time due to several policy topics in this chapter relating to the Classification and Compensation Study Report that was recently accepted by the City Council. Dubs reviewed all recommended revisions with the Committee.

Dubs noted that there is new language being recommended in section 4.4 relating to the probationary period. Staff recommend a paragraph that requires an extension of the probationary period when an employee has received approval for a leave of absence during the probationary period. Staff also recommend language that employees in their probationary periods do not have grievance rights over discipline or dismissal. Staff also recommend new language, as recommended by the League of Minnesota Cities policy template, that provides that employees do not have a vested interest or property right to continued City employment following completion of the probationary period. Revisions recommended to the other sections are mostly technical in nature.

The Committee discussed policy 4.6—Employee Performance Reviews. The committee agrees that in cases of substandard performance, a step increase should be withheld. The first sentence is clear that a satisfactory evaluation is required to be eligible for a step increase, the recommended revision clarifies that when an employee is again performing satisfactorily, the step increase is not retroactive to the anniversary date.

MOTION BY Meister, SECONDED BY Schafer to approve the amendments to the Personnel Policy. ALL VOTED IN FAVOR 3-0.

MOTION BY Meister, SECONDED BY Schafer to adjourn the meeting. Meeting adjourned at 12:25 PM. ALL VOTED IN FAVOR 3-0.

Respectfully Submitted,

Sheila Dubs  
Human Resource Manager