

Meeting Minutes

Personnel Committee Meeting Minutes

Monday, December 8, 2003 - 6:25 P.M.

City Water Department - 300 Bliss Avenue Present: Chairman Rackow, Alderpersons Markham, Seiser, Molski, Moore.

Also Present: Mayor Wescott, Comptroller-Treasurer Schlice, Clerk Zdroik, Directors Disher, Euclide, Gardner, Schrader; Alderpersons Sevenich, Walther, Sowieja, Barr, Stroik, Phillips; Police Captain McCulley, Fire Chief Barnes, Personnel Specialist Jakusz, Mayoral Assistant Gebert, Kate Garsombke (Journal), Gene Kemmeter (Portage County Gazette)

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1. Consideration of 2004 increase for non-represented employees.

In a memo addressed to the Personnel Committee, Mayor Wescott is recommending that a 1.5% salary increase be approved for all non-represented City employees effective January 1, 2004. The recommended increase is within the budgetary guideline established for 2004. The Management Pay Plan will be adjusted to reflect the increase.

Ald. Molski moved, Ald. Markham seconded, to approve the Mayor's recommendation for a 1.5% salary increase for all non-represented City employees effective January 1, 2004, reserving the right to reevaluate the adjustment pending the outcome of labor negotiations.

Ayes, all; nays, none. Motion carried.

2. Consideration of 2004 increase for Crossing Guards.

On behalf of the Police Department, Police Chief Carpenter is requesting that the City Personnel Committee consider granting a 1.5% pay increase for Crossing Guards per crossing guard duty assignment performed during 2004. Adult civilian crossing guards are paid a flat rate for each crossing duty assignment completed. The 2003 rate is \$7.80. Approving the requested 1.5% pay increase will establish the 2004 rate as \$7.92 per crossing guard duty assignment performed. No other benefits are afforded to part time employees.

Ald. Seiser moved, Ald. Moore seconded, to approve the 2004 Crossing Guard Pay Rate of \$7.92 per crossing guard duty assignment performed.

Ayes, all; nays, none. Motion carried.

3. Request to hire above the minimum of the pay grade - Fire Department.

Fire Chief Barnes' memo to Mayor Wescott and City Personnel Committee is a request to fill the position of Deputy Fire Chief vacated by the retirement of Deputy Chief Steve Koback and establishing a starting salary for the position.

The City's 2003 salary and classification plan sets this position from a minimum of \$46,281.10 to a maximum of \$59,163.25. The requested starting salary of \$50,750 is placed less than midpoint yet above the amount the candidate is currently making. This request duplicates what the other two existing Deputy Chiefs are earning.

Ald. Seiser asked Fire Chief Barnes if his request is done on a case by case basis or if it is whatever he suggests.

Chairman Rackow explained that the City has not had a Deputy Fire Chief vacancy recently. The pay plan and the remuneration in the Fire Department is different than other departments because of how people get overtime. It is probably fairly accurate to say that similar situations do not occur often in other departments, the Chairman added.

Personnel Specialist Jakusz noted that when there is a request establishing the salary above the minimum, like this request, it must come before the Personnel Committee.

Ald. Markham asked if the person applying for the position has to have experience similar with the other two deputies since this request duplicates what the other two existing Deputy Fire Chiefs are making.

Fire Chief Barnes said they passed all testing requirements. The experience levels are different. This particular person has some additional training in other areas that the other two Deputy Fire Chiefs do not have or vice versa. They have specialties.

Ald. Molski added that although the individual will be making above the minimum hiring range, he/she will be making the midpoint in five years.

Ald. Molski moved, Ald. Moore seconded, for approval of the \$50,750 starting salary to fill the vacant position of Deputy Fire Chief, above the minimum hiring range.

Ayes, all; nays, none. Motion carried.

4. Adjournment - 6:35 P.M.

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