

Personnel & Finance Committee of the City of Harlan, Iowa January 10, 2020

The Personnel & Finance Committee met on Friday, January 10, 2020 at Noon in the City Council Chambers, 711 Durant Street, Harlan, Iowa.

Present: P & F Chairperson Jay Christensen, Jeanna Rudolph, Troy Schaben
Absent: None
Also Present: Mayor Mike Kolbe, City Administrator Gene Gettys, City Clerk Jane Smith, Deputy City Clerk Renee Hansen

Chairman Christensen called the meeting to order.

It was moved by Rudolph and seconded by Schaben to approve the agenda. The motion carried unanimously.

No conflicts of interest were stated.

It was moved by Schaben and seconded by Rudolph to approve the minutes from the 06/27/219 meeting. The motion carried unanimously.

The committee reviewed the updated Employee Handbook. City staff has been working with Ahlers & Cooney to clean up outdated language and bring language to current legal standards. Other changes include implementing a comp time cap of 80 hours for exempt staff, removal of minimum call-out time of 2 hours for exempt staff, removal of employee physicals every 3 years, as it's covered under health insurance, implementing a sick time to vacation conversion as an incentive for employees who have accumulated maximum sick time of 672 hours and adding 1 day of paid bereavement leave due to the death of a corresponding aunt, uncle, great grandparent, niece or nephew.

It was moved by Rudolph and seconded by Schaben to make a recommendation to Council to approve the updated Employee Handbook. The motion carried unanimously.

There being no further discussion, the Committee adjourned.

Jane Smith
City Clerk

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”