

LABOR RELATIONS COMMITTEE MINUTES

The Labor Committee met on Monday, November 23, 2020 at 6:15 p.m. over GoToMeeting.

Present: Shawn Mueske Chair
Fernando Alvarado Council Member
Vicki Davis Council Member
Kathy Schwantes Council Member

Others present: Human Resource Director Samantha Beckman, City Administrator Brian Gramentz, Public Work Director Sean Christensen, and Council Member-Elect Michael O'Brien.

Item No. 1 Call to Order

The meeting was called to order by Council Member Mueske at 6:15 p.m.

Item No. 2 2021 Part-Time Employee Pay Scale (Resolution)

Staff presented the proposed part-time pay scale for next year. The biggest update is in response to Minnesota's minimum wage increasing to \$10.08/hour effective January 1, 2021. Although there will be no elections in 2021, the election judge pay scales receive a 50 cent increase to help recruit and retain election judges. Lastly, a building attendant position was added for the employees that work nights/weekends at the Community Center for events. A motion was made by Council Member Schwantes, seconded by Council Member Alvarado and passed to approve the 2021 Part-Time Employee Pay Scale.

Item No. 3 2021 Handbook/Policy Updates (Information)

Staff presented The City of Willmar's Personnel Policy with a few standard updates for next year including League suggestions and also some confusing language being clarified. There is also a proposed new Criminal Background Check Policy, vacation time donation option, and an alignment of sick leave cash out amounts. The committee will review all changes and discuss the updates at the next meeting.

Item No. 4 2021 City-Wide Base Pay Schedule (Resolution)

Staff presented the proposed 2021 City-Wide Base Pay Schedule that reflects a 2% increase from the 2020 schedule. With one union contract finalized, the City should address the non-union employees pay as well for 2021. The resolution addresses that if a non-union employee has a current rate of pay that exceeds the 2021 pay scale maximum (due to 10% increase 1/1/20), their wage will remain the same. It will not be reduced to the 2021 pay scale maximum. A motion was made by Council Member Alvarado, seconded by Council Member Davis and passed to approve the 2021 City-Wide Base Pay Schedule.

Item No. 5 2021 Health Insurance Contributions (Resolution)

The City must address the health insurance contributions in 2021 for non-union employees. The proposed resolution reflects the same amounts that were approved in the LELS Labor Agreement. A motion was made by Council Member Schwantes, seconded by Council Member Davis and passed to approve the 2021 Non-Union Health Insurance Contributions.

Item No. 6 Miscellaneous (Information)

Staff brought up the consideration of extending unlimited vacation accruals into 2021 since we are still in the midst of a pandemic. Unlimited accrual of vacation time was set to end 12/31/20 but staff believes it should be extended into 2021 for a few months.

There being no further business to come before the Committee, the meeting was adjourned at 7:02 p.m. by Council Member Mueske.

Respectfully submitted,

Samantha Beckman

Samantha Beckman
Human Resources Director