

Personnel Policy Committee – City Council Chambers – Keizer, Oregon

Date: July 24, 2023

Time Called to Order:

6:04 p.m.

Committee Member	Present	Absent	Staff:	Present	Absent
Cathy Clark	X		Machell DePina		X
Shaney Starr	X		Adam Brown	Human Resources	X
Laura Reid	X		Melissa Bisset	City Manager	X
			Kristen Meyers	City Recorder	X

Introduced
Reviewed
Discussed

Agenda Item

Action Taken

Approval of Minutes – January 23, 2023 | X | X | X | Minutes approved unanimously.

Personnel Policy Manual – Update | X | X | X | Human Resources Director DePina shared that the Executive Leadership Team had completed the draft Personnel Policy and was in the final stages of review. Next steps would include a review with the Personnel Policy Committee, the City Council, union leadership and the employees. It was suggested that there could be a new resolution adopted by the City Council where there would be certain policies that would continue to remain under Council approval. The committee was in favor of the new approach. Discussion ensued regarding travel policy and practices. Mayor Clark stated that the committee wanted to be deliberate about staying in their lane and involved at a City Council level where policy was appropriate.

City Attorney Recruitment – Review | X | X | X | The draft brochure, timeline, and pictures for the City Attorney recruitment was reviewed and amended. It was noted that moving and relocation expense reimbursement should be added to the Personnel Policy Manual. There was consensus that the brochure would be amended as discussed and emailed out to the City Council.

Other Business/ Staff Liaison Report | X | X | X | Work after Retirement Policy – Ms. DePina reported on the Policy as HB 2296 provided for a 10-year extension for PERS retirees. Policy options and financial impact would be discussed at a future City Council meeting.

Classification & Compensation – An equitable pay analysis had been conducted and was in final legal review. It would be brought to the Personnel Policy Committee. There had

been a classification review related to the Community Center Coordinator and Administrative Assistant position.

Oregon Paid Family Medical Leave Act and Paid Leave Oregon – Benefits would start on September 3, 2023.

The number of requests for Federal Family and Medical Leave Act/ State of Oregon Family Leave Act for the quarter was provided.

Ms. DePina shared that there had been conversation concerning the reporting of 457 contributions as subject salary to PERS. Staff was waiting on a legal opinion and are pursuing an answer from PERS.

Human Resources Information Systems (HRIS) – The process to find a vendor was still in progress.

Risk Management – Safety Inspections had been conducted, the Safety Committee had met and they would be looking at applying for an OSHA safety grant.

Other Business:

| | |

None

Next Meeting: October 9, 2023

Adjourn: 8:48 p.m.

Minutes Approved: October 9, 2023