

**Personnel Policy Committee – City Council Chambers – Keizer, Oregon**

**Date:** October 9, 2023

**Time Called to Order:**

6:07 p.m.

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

*Introduced*  
*Reviewed*  
*Discussed*

Agenda Item				Action Taken
Approval of Minutes – July 24, 2023	X	X	X	Minutes approved unanimously.
Personnel Policy Manual	X	X	X	Human Resources Director DePina reviewed the status of draft Personnel Policy Manual updates and shared that she expects to have a final draft specific to the sections listed in the 2023 3 <sup>rd</sup> Quarter Staff Liaison Report for review by the Personnel Policy Committee before it goes before the City Council.
City Attorney Recruitment	X	X	X	Ms. DePina shared that she was working with the recruiter on a new timeline for the City Attorney Recruitment. She provided a revised proposed timeline for the recruitment and was waiting to hear back from the recruiter. The extended deadline would be November 13, 2023.
Other Business/ Staff Liaison Report	X	X	X	Work After Retirement Policy – HR and Finance have researched information on the number of City employees who would be eligible for PERS retirees to return to work full-time. The Finance Director would be estimating the financial impact and there would be a meeting with the Executive Leadership Team for discussion. The next steps would be a review by the Personnel Policy Committee and then a presentation to the City Council. Ms. DePina reminded the Personnel Policy Committee of the current wording in the Policy.

Salary Surveys & Equitable Pay Analysis – Legal review had been completed and the first review of the results by the Executive Leadership Team recently took place. Ms. DePina shared that out of 62 classifications, a fairly small percentage is anticipated to be adjusted. She noted that she believes it’s a testament to the hard work of the Executive Leadership Team and supervisors have done to ensure that job descriptions are as accurate as possible and that the City has been adhering to the intent of the Equal Pay Act.

Classification Review – A review of the IT System Technician classification has been requested and is in progress. The recommendation is currently under review by Human Resources and would be forwarded to the City Manager. The Personnel Policy Committee would be updated once the review was completed. Discussion ensued regarding the long-standing identified classification needs and how those needs may be supported or changed as a result of the adoption of the new Strategic Plan.

Paid Leave Oregon – There were six current claims filed. The current experience was that Paid Leave Oregon and Federal Family and Medical Leave Act/State of Oregon Family Leave Act (FMLA/OFLA) paperwork was being completed at the same time. Human Resources had been responding to questions and supporting the employees in the initial filing of paperwork.

The number of requests for FMLA/OFLA for the quarter was provided.

PERS – Subject Salary Reporting Issue – Ms. DePina explained that a grievance was filed by the Keizer Police Association directly to the City Manager on September 5, 2023. She explained that the City is continuing discussions with attorneys and PERS to further clarify the situation and process for resolution. She noted that the City was committed to doing the right thing. The City would continue to press forward to get a clear answer.

Human Resources Information System – The draft Request for Proposals (RFP) for the 2<sup>nd</sup> attempt to secure an HRIS/Payroll vendor has been forwarded to the Legal

			<p>Department. Ms. DePina noted that it was critical to get a vendor on soon to be able to get through the labor-intensive process of implementation before the HR Director's final retirement in December 2024.</p> <p>Risk Management – Ms. DePina shared that there was a quarterly meeting of the Safety Committee on September 14th. She noted that there were safety inspections in all areas during August and September and reviewed the results as outlined in the Staff Liaison Report.</p> <p>Workers Compensation – Ms. DePina shared that there were four new incident reports, but no new claims and no time loss in the 3<sup>rd</sup> quarter. There were no current open claims. There was a previously reported, closed 2021 claim that was appealed, denied, and resubmitted with additional claimed injuries.</p>
<b>Other Business:</b>			None
<b>Next Meeting: January 22, 2024</b>		<b>Adjourn: 7:00 p.m.</b>	<b>Minutes Approved: 01/29/2024</b>