**UNAPPROVED MINUTES**

**Earlham City Council**

**Human Resources Committee**

**June 12, 2023**

The Earlham Human Resources Committee of the Earlham City Council met on Monday, June 12, 2023. Chairperson Nelsen called the meeting to order at 6:30 p.m. Present: Nelsen, Mudge, Fredericksen. Also present: Mayor Lillie, Clerk Hibbs, Chief Stringham.

1. Approval of agenda.

**Motion by Mudge, second by Fredericksen, to approve agenda.**

**Roll: Ayes – unanimous. Motion passes.**

1. Discussion and possible action on police holiday pay structure

Hibbs presented information on holiday pay from numerous towns in the area and several who answered a Clerknet inquiry. Holiday pay ranged from: 1½; regular + 1½; 1½ or 2x comp; double. Following discussion, consensus of committee decided to TABLE decision to give police department personnel a chance to discuss.

1. Discussion and possible action on changing Amsden designation from Utility Billing Clerk to Deputy Clerk

Hibbs presented reasoning on why she requested Amsden be redesignated as Deputy Clerk. Committee wanted to see a sample job description for deputy city clerk. Consensus of committee decided to TABLE for further discussion.

1. Discussion on PTO accrual.

Hibbs stated our Employee Manual does not address whether or not employee accrues PTO if they are off work for an extended period of time. Said would like this included in updated Employee manual.

1. Discussion and possible action on FY24 pay raises.

Hibbs presented figures showing both 5% and 6% raise, and how much the difference was between the two. Due to the recent property tax reform bill, Hibbs stated we will be receiving approximately $13,000 less in property tax revenue in FY24.

**Motion by Mudge, second by Fredericksen to suggest a 5% raise overall for employees with allowing the mayor discretion on individual raises if needed.**

**Roll: Ayes – unanimous. Motion passes.**

1. Discussion on updated Employee Manual.

Hibbs asked if Committee wanted to go through process of updating the Employee Manual. She said she has a draft that she can send out to them in sections for their review. May also ask SICOG for their assistance, depending on cost.

1. Adjourn

**Motion by Fredericksen, second by Mudge, to adjourn.**

**Roll: Ayes – unanimous. Motion passes.**

Being there was no further business, meeting adjourned at 6:57 p.m.

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Tim Nelsen, Chairperson

ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mary Sue Hibbs, Clerk