

City of Ramsey
Agenda
Personnel Committee
Tuesday April 24, 2012
5:00 pm
Lake Itasca Room, 7550 Sunwood Drive NW

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Committee Business**
 1. Consider a Resolution to Hire a Management Analyst
 2. Consider a Resolution to Revise the City's Vacation Donation Policy
 3. Consider a Resolution to Authorize a Leave of Absence (**This discussion will be closed to the public**)
5. **Adjournment**

Personnel Committee

4. 1.

Meeting Date: 04/24/2012

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Hire a Management Analyst

Background:

At its April 10, 2012 meeting, the City Council authorized staff to begin an internal recruitment for a Management Analyst. A 5-day internal recruitment was conducted; one application was received.

Staff conducted an interview and recommends that Patrick Brama, the city's current Planning/Management Intern, be hired as the full-time regular Management Analyst. Mr. Brama will be subject to a 6-month probationary period.

Observations:

Management Analyst Hiring Data:

Starting hourly wage will be \$20.50 per hour

This is an exempt position; not eligible for overtime or compensatory time off

Vacation will accrue at a rate of 15 days per year

This is a non-union position

Benefits will be equal to that of all other regular full-time employees

Recommendation:

Authorize the hire of Mr. Patrick Brama as the Management Analyst, effective May 9, 2012.

Funding Source:

The net 2012 funding required for the Management Analyst position is approximately \$19,299. This amount takes into account the savings realized by eliminating the already budgeted for Planning/Management Intern position and is based on a starting hourly wage of \$20.50 per hour.

The 2013 funding for this position is expected to be approximately \$59,803, including salary and benefits.

The funding will come from the Administrative Services personnel budget.

Council Action:

Motion to confirm the recommendation of the Personnel Committee to approve resolution 12-05-XXX thereby authorizing the hire of Mr. Patrick Brama as the city's Management Analyst.

Attachments

Resolution

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
04/19/2012 01:39 PM
Started On: 04/13/2012 03:08 PM

Form Started By: Colleen Lasher

Final Approval Date: 04/19/2012

Council Member introduced the following resolution and moved for its adoption:

RESOLUTION #

**CONSIDER A RESOLUTION TO AUTHORIZE A
RECRUITMENT FOR A MANAGEMENT ANALYST**

WHEREAS, the City recently accepted the resignation of two full-time employees; the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager; and

WHEREAS, staff was authorized to begin an internal recruitment process for a full-time regular Management Analyst to work under the general direction of the City Administrator assisting Administrative Services and the Planning Division; and

WHEREAS, the City conducted an internal recruitment and the City Administrator recommends hiring Mr. Patrick Brama, the City's current Planning/Management Intern, as the new full-time regular Management Analyst; and

WHEREAS, Mr. Brama will begin his new position on May 9, 2012 and will be subject to a 6-month probation.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY
OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA,**

Confirms the recommendation of the Personnel Committee to do the following:

- Hire Patrick Brama as the City's full-time regular Management Analyst, effective May 9, 2012, at an hourly wage of \$20.50. All other personnel policies will apply normally.
- Eliminate the Planning/Management Intern position.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member, , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8th day of May 2012.

Personnel Committee

4. 2.

Meeting Date: 04/24/2012

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Revise the City's Vacation Donation Policy

Background:

The City has a vacation donation policy which sets forth the conditions and procedures under which employees will be allowed to voluntarily donate accrued vacation leave to fellow employees.

Vacation leave may voluntarily be donated to employees who have a serious medical condition as defined by the Family and Medical Leave Act and who have no accrued and banked vacation, sick, or paid holiday leave or compensatory time off available.

However, the current policy excludes the use of vacation donation once an employee exhausts their available days under the Family Medical Leave Act. Staff has surveyed other cities and consulted with the League of Minnesota Cities regarding this exclusion and found it to be absent from the surveyed city's policies and unnecessary.

Recommendation:

Approve a revision to the Vacation Donation Policy to exclude the requirement of active coverage under the Family Medical Leave Act as follows:

Donation of vacation leave will not be allowed once an employee is determined to be unable to return to work. ~~and has exhausted their FMLA leave, as outlined in the City's Family and Medical Leave Policy.~~

The full policy is attached for review.

Funding Source:

No funding is required.

Council Action:

Motion to confirm the recommendation of the Personnel Committee to approve resolution 12-05-XXX approving a revised Vacation Donation Policy within the City's Personnel Policy.

Attachments

Vacation Donation Policy
Resolution

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date

04/19/2012 01:51 PM

Form Started By: Colleen Lasher

Started On: 04/16/2012 02:02 PM

Final Approval Date: 04/19/2012

SECTION 7 LEAVE

7.2 Vacation Donation Policy

Policy Purpose

The purpose of this policy is to set forth the conditions and procedures under which employees will be allowed to voluntarily donate accrued vacation leave to fellow employees. Vacation leave may voluntarily be donated to employees who have a serious medical condition as defined by ~~under~~ the Family and Medical Leave Act and who have no accrued and banked vacation, sick, or paid holiday leave or compensatory time off available.

Applicability

The provisions of this policy are applicable to all City personnel who are eligible to accrue vacation leave. Specifically, both the donor and the recipient must be regular employees who have worked a minimum of one calendar year and who have successfully completed probation.

General

With the approval of the City Administrator, City employees who have accrued and unused vacation leave will be allowed to donate a portion of such leave to fellow employees who have serious medical conditions that prohibit them from working.

Conditions Governing Donation

The donation of vacation leave from one employee to another is governed by the following:

- An employee is only eligible to receive donated vacation leave for time lost from work due to their serious medical condition as defined in the Family Medical Leave Act.
- An employee will only be eligible to receive donated vacation leave after all accrued sick leave, paid holidays (if available), compensatory time off, and vacation leave have been exhausted.
- No employee will be allowed to receive more than 360 hours of donated vacation leave for any single serious medical condition without the written approval of the City Administrator.
- An employee may donate no more than sixteen (16) hours per calendar year to a single fellow employee.

• Donation of vacation leave will not be allowed once an employee is determined to be unable to return to work, ~~and has exhausted their FMLA leave, as outlined in the City's Family and Medical Leave Policy.~~

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- Vacation donation may be used during a period of extended medical leave for the employee's serious medical condition.
- An employee may only receive vacation donations equal to the number of hours necessary to bring the employee to 80 hours of compensation per pay period.
- Donation of vacation leave by City employees will be completely voluntary. No City employee shall pressure or otherwise attempt to influence a City employee to donate vacation leave.
- Donated vacation time may be used for illness or injury of the employee only. A vacation donation request is not extended to an employee to take care of members of the employee's family.
- An employee is not eligible for vacation donations if the employee is eligible for workers' compensation.
- Vacation donation requests must be made in writing to the Human Resources Manager on forms designated for that purpose. Requests must be accompanied by a medical certification completed by the employee's treating physician. The results will then be reviewed by the City Administrator and will become effective upon approval.
- The City Administrator shall have the right to deny use of donated vacation leave or limit its use, as shall be determined necessary and in the best interests of the City of Ramsey.
- Donations must be made in increments of one hour. The time donated by an employee will be converted to the receiving employee's rate of pay to determine the number of hours that will be received. The dollar amount will be determined at the time the donation is used as compensation by the receiving employee.
- The recipient of donated vacation time shall not accrue sick or vacation leave, or holiday pay while using donated vacation leave.
- If the recipient separates from City employment before using all of the donated vacation time, the remaining donated time may not be converted to cash severance pay

Procedure for Requesting/Donating Vacation Leave in the Event of Major Medical Illness

- In the event that an employee is close to exhausting their paid leave and is facing the need for an extended leave for a serious medical condition, the employee may complete a "Vacation Leave Donation Request" form which can be obtained from the Human Resources Manager. Completed forms shall be returned to the Human Resources Manager.
- Once the request has been reviewed and approved by the City Administrator, specific information will be sent out by the Human Resources Manager to employees informing them

of the situation and offering them the opportunity to donate vacation leave to a particular employee.

- Donations will be received by the Human Resources Manager and the names of donors will be put on a list and then forwarded to Payroll, as the hours are needed. Hours given to payroll will be in the order received unless the donor is at the maximum accrual allowed.
- Completed donation forms will be submitted to the Human Resources Manager who will track hours donated and hours needed. Donated hours not used will be forfeited by the donor. All donations will be kept confidential, even to the recipient.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #

**A RESOLUTION TO REVISE THE VACATION DONATION
POLICY WITHIN THE PERSONNEL POLICY**

WHEREAS, the City of Ramsey has a Vacation Donation Policy; and

WHEREAS; it has been determined that the policy can be improved by removing the requirement that employees be actively covered by the Family Medical Leave Act; and

WHEREAS, the City Administrator must approve each vacation donation request; and

WHEREAS, the updated policy will better serve employees during times of a serious medical condition; and

WHEREAS, the updated policy does not require additional funding on behalf of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

Revise the Vacation Donation Policy within the Personnel Policy.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council the 8th day of May 2012.

Personnel Committee

4. 3.

Meeting Date: 04/24/2012

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Authorize a Leave of Absence (**This discussion will be closed to the public**)

Background:

This meeting will be closed to the public as allowed by Minnesota Statute, section 13D.05, Subd. (a)(3)(4)

Staff received a letter dated April 16, 2012 requesting that the City Council, per section 7.7 of the Personnel Policy, consider granting the employee a leave of absence due to a serious medical condition.

At this time, the City Administrator recommends a 3-month leave of absence. If additional leave is needed following the 3-month time period, staff will bring the case back for further consideration.

7.7 Leave of Absence

The City Council may grant any regular employee a leave of absence without pay for a period not exceeding 90 calendar days except that it may extend such leaves to a maximum period of one year in case the employee is disabled or where extraordinary circumstances, in its judgment, warrant such extension. No vacation leave, sick leave, holiday leave or compensatory time off benefits shall be used or accrued during a leave of absence and the City will not contribute to insurance premiums. All accrued and unused paid leave will be paid to an employee prior to the employee commencing the leave of absence. In determining entitlement to seniority and seniority-based rights and benefits, the period of absence from employment due to a leave of absence constitutes a break in service. The City of Ramsey does not guarantee job restoration after a leave of absence.

Recommendation:

Approve a 3-month leave of absence for an employee due to a serious medical condition.

Funding Source:

There is no funding required.

Council Action:

Motion to confirm the recommendation of the Personnel Committee to approve resolution 12-05-XXX authorizing a 3-month leave of absence to an employee due to a serious medical condition.

Attachments

Resolution

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Colleen Lasher	04/17/2012 04:41 PM
Colleen Lasher (Originator)	Colleen Lasher	04/17/2012 04:56 PM
Kurt Ulrich	Kurt Ulrich	04/19/2012 01:38 PM
Form Started By: Colleen Lasher		Started On: 04/13/2012 03:07 PM
	Final Approval Date: 04/19/2012	

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #

A RESOLUTION TO AUTHORIZE A LEAVE OF ABSENCE

WHEREAS, the City Council may grant any regular employee a leave of absence without pay for a period not exceeding 90 calendar days except that it may extend such leaves to a maximum period of one year in case the employee is disabled or where extraordinary circumstances, in its judgment, warrant such extension; and

WHEREAS; staff received a written request from the employee asking to be considered for a leave of absence; and

WHEREAS, at this time, the City Administrator recommends a 3-month leave of absence; and

WHEREAS, if additional leave is needed following the 3-month time period, staff will bring the case back for further consideration; and

WHEREAS, there is no funding required.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

Approve a 3-month leave of absence for an employee due to a serious medical condition.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council the 8th day of May 2012.

The City Council may grant any regular employee a leave of absence without pay for a period not exceeding 90 calendar days except that it may extend such leaves to a maximum period of one year in case the employee is disabled or where extraordinary circumstances, in its judgment, warrant such extension.