



HUMAN RESOURCES DEPARTMENT

City of Burlington

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AGENDA:

Special Meeting of the City Council

Institutions and Human Resource Policy Committee

July 28, 2014

**Human Resources Conference Room
179 South Winooski Avenue, Suite 100
5:00 pm**

- 1) Approve Agenda**
- 2) Approve Minutes July 02, 2014**
- 3) Review and Discuss Employee Comments Received Regarding Management Vacation Accrual**
- 4) Other Business**

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DRAFT

Institutions and Human Resources Policy Committee Minutes July 28, 2014

Present Councilors: Sharon Bushor (SB), Norm Blais (NB)

Staff Present: Susan Leonard (SL), Stephanie Hanker (SH)

NB asked SB if she would chair the meeting as the chair was not present, SB accepted

Meeting Called to order: 5:00 pm Human Resources Conference Room, 179 S. Winooski

1. Approve Agenda

NB moved to approve the agenda as presented, SB 2nd. Motion passed 2:0

2. Approve Minutes

NB moved to approve the minutes as presented, SB 2nd. Motion passed 2:0

3. Review and Discuss Employee comments Received Regarding Management Vacation Accrual

SB stated the Mayor and the Committee liked option 2 presented at the previous meeting regarding the inclusion of senior management. SB asked how the employees were notified of the proposed change in the policy was handled. SH stated an all users email was sent out with a note that for posting in departments for those without email. SH stated that comments/suggestions were accepted via email and in writing. SB asked how many comments were received. SL stated 14 comments in all were received. SB stated some of the comments were negative and asked if there was any validity to those. SL stated that there was some negative and some positive. NB stated that as he understood this was to improve the ability of the City to recruit senior management and department heads. SB stated she felt that some might be losing sight of the fact that those affected by this policy change have to have 10 years of experience. NB stated he felt the negative comments did not have much substance to them. SB stated that she would like this to go the the CC, but prior to that she would like the Mayor and the CAO to review the comments received by employees. SB stated she would like this to go to the City Council via resolution on consent for the August 11th meeting. SB moved to adopt the recommended changes to section 6.4, Leaves, in the Personnel Policy for the increase in department head and senior management vacation accrual for those with 10 years of relevant experience at the time of hire, NB 2nd. Motion passed 2:0

4. Other Business

SB stated that there has been a request to have a joint IHRPC and CD Committee meeting. SB requested SH to let the chair know to coordinate. SB stated the next meeting should be that meeting.

NB moved to adjourn, SB 2nd. Motion passed 2:0, Meeting adjourned 5:35pm.