



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, Suite 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

AGENDA:

Institutions and Human Resource Policy Committee

June 12, 2014

**Human Resources Conference Room
179 South Winooski Avenue, Suite 100
5:30 pm**

- 1) Approve Agenda**
- 2) Approve April 2, 2014 Minutes**
- 3) Smoking Policy Revision**
- 4) Discussion of Non Union Vacation Time**
- 5) Other Business**

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, Suite 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

AGENDA:

Institutions and Human Resource Policy Committee

June 12, 2014

**Human Resources Conference Room
179 South Winooski Avenue, Suite 100
5:30 pm**

- 1) Approve Agenda**
- 2) Approve April 2, 2014 Minutes**
- 3) Smoking Policy Revision**
- 4) Discussion of Non Union Vacation Time**
- 5) Other Business**

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.



Human Resources Department

City of Burlington

179 So. Winooski Ave., STE 100, Burlington Vermont 05401

Voice (802) 865-7145

Fax (802) 864-1777

Institutions and Human Resources Policy Committee Minutes

June 12, 2014

Present Councilors: Sharon Bushor(S.B.), Norm Blais (N.B.) Bianca Legrand (B.L.)

Staff Present: Susan Leonard (S.L.), Stephanie Hanker (S.H.)

Meeting Called to order: 5:35pm Human Resources Conference Room, 179 S. Winooski

1. Approve Agenda

NB moved to approve the agenda as written. SB seconded. Motion passed 3:0.

2. Approve Minutes

NB made a motion to approve minutes from the 4/2/14 meeting. SB indicated that she had revisions and would like the revisions sent to Kevin Warden and Max Tracey, IHPC members present at that meeting for their approval via email.

3. Smoking Policy Revision

SL explained that City Smoking Policy (8.6) was not compliant with current state law and presented proposed language to change to the policy. SB asked about the 100% smoke free language. SL indicated that she took the language directly from the Vermont Department of Health's sample policy. SB then suggested clarifying what happens in the event of employee violations of the policy. The resulting proposed policy includes:

- 1) Elimination the current language that permitted smoking in designated, separately enclosed and ventilated smoking areas (this is no longer legal)
- 2) Requires departments to post the 100% smoke-free workplace policy and signage where both employees and visitors can see it
- 3) Indicates employee violations of the smoke free workplace law/policy are subject to normal disciplinary procedures
- 4) Provides information on where to file a complaint with the Department of Health & HR
- 5) Informs employees that HR can provide information about Vermont's quit smoking services for those who wish to quit smoking.

SB asked if the City Attorney had reviewed the language. SL indicated that it had been sent to the Attorney for review and that the revisions to the language resulting from IHRP suggestions would be also be sent to the Attorney before the final draft is sent out for the employee comment period. SB also asked how we would handle non-employee violations of the policy. SL indicated that currently, staff notify visitors of the 100% smoke free building policy and ask them to properly dispose of the item. SB asked for exploration to determine if all City buildings have places to properly dispose of smoking items and if not, what the cost would be to ensure we have them in really public places.

NB moved to adopt the language with changes. SB seconded. Approved 3:0

4. Discussion of Non Union Vacation Time

SL presented two options for increasing senior management vacation time. SB explained to new committee members that the Mayor had asked SL to bring this item to the Committee and that

the former committee had grappled with it and ultimately indicated that they wanted the administration to draft specific language for the committee to evaluate and recommend. To that end, SL, brought back two sample policy options. Both options allow for accrual of an additional week of vacation upon hire (three weeks instead of two).

Option 1

Would apply to all Mayoral Appointees only and is designed to offset the specific parameters around Mayoral appointments that potentially make recruitment more difficult. These things include:

- 1) The fact that the minimum years of experience required for the positions is such that those who qualify would be at an advanced point in their careers in which they are likely to have more than two weeks of vacation time in their current positions, therefore likely requiring them to lose vacation time to take a position with the City;
- 2) There is a residency requirement; and
- 3) Appointment terms are limited to one year in most cases.

This option would apply to all eighteen department heads, Chief of Staff, Mayoral Projects Coordinator and Assistant City Attorneys.

Option 2

Would apply to all senior management, but is contingent upon the candidate having a minimum of ten years of directly relevant work experience upon hire, as certified by Human Resources.

SB asked which option the Mayor and Chief Administrative Officer preferred. SL indicated the Mayor had a strong preference for option 2. SL was unsure which option the CAO preferred, but assumed that he would support the Mayor's wishes, as does she. SB asked SL to ask the CAO for the costs associated with each option. SL shared that when this questions was taken back to the administration resulting from a request from the former committee members, the administration indicated that there was not an additional cost because all of the positions were salaried, therefore, there would be no increase to the budget due to overtime or hiring temporary replacements as is sometimes necessary with hourly staff absences. SB indicated that she did feel there was a cost because lower level positions needed to pick up the slack when department heads are gone and sometimes that has a cascading effect down into the lower levels. NB indicated that while there may not be a direct budget cost, there is the cost of lost productivity whenever we pay an employee not to be working. SB asked if there would be an additional cost to the pension system. SL indicated there would not, because only base wages are used for the calculation of average final compensation. SB asked for a listing of how many people would be impacted by each option and for the CAO to determine an associated cost. NB indicated he would like to understand how many senior management positions are filled from within through promotion versus those who are hired from the outside. This would give him a better sense of if changing the policy would in fact be helping to solve a recruiting issue. SB agreed that this exercise could help guide the committee in determining if this policy change would actually be a tool that adds value to the recruitment process.

SL shared the results of a survey of current department heads in which it was discovered that they had an average of 4 1/2 weeks of vacation before coming to the City.

5. Future Meeting Dates

Future Meeting Dates: July 2, 2014, 5:30 HR Conference Room 179 S. Winooski Ave

6. Adjournment

BL made a motion to adjourn at 6:30pm. SB seconded. Motion passed 3:0.