

**City of Ida Grove  
Personnel Committee Meeting  
January 10, 2019 12:00 p.m.  
City Council Chambers**

Committee Chairman, Ryan Goodman, called the meeting to order at 12:02 p.m. with the following council members present: Gregor Ernst and Doug Clough. Mayor Whiteing was also in attendance.

Motion by Ernst to approve the agenda, second by Clough. On a unanimous vote, motion carried.

City Clerk, Heather Sweeden, reviewed several items with the committee in regards to the City's current Personnel Handbook. Recently it was asked to make an addition of nieces and nephews to the bereavement portion of the handbook; all 3 committee members were in agreement to make the addition. Sweeden stated that in the past and currently the City counts all PTO hours as "worked hours" when it comes to calculating overtime. After discussion, the committee recommended that Sweeden research how other towns handle this and what they count as "worked hours". The committee feels strongly that all "forced overtime" such as plowing snow or water main breaks, etc. would count as overtime once they reach 40 hours regardless of whether that employee used PTO in that pay period. They discussed whether or not employees should be allowed to carry over any unused uniform allowance at the end of the calendar year; the consensus was no. The committee recommends changing vacation and sick time used in 1-hour increments to ¼ hour increments. It was noted that there is an error on vacation carryover. The handbook currently reads "an employee may not exceed their total yearly allotment of hours at one given time". It should instead read "an employee may not exceed twice their total yearly allotment of hours at one given time". When Council approved the updated manual in June 2018, there were changes made to vacation allotments as well as when vacation is available. Previously, vacation was earned on the employee's anniversary date but was changed to calendar year. Staff still have some confusion on how to accurately make those changes. It was clarified that all vacation for 2017 should be prorated to the end of the year from the employee's anniversary date. Starting in 2018 and going forward employees will be following the updated allowances and be given their bank of vacation on January 1, to be accrued throughout the year. The committee also discussed how to handle ½ day holidays for employees who are on call.

Motion by Ernst to adjourn, second by Clough. On a unanimous vote, motion carried.

Meeting adjourned at 1:08 p.m.

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Heather Sweeden, City Clerk

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Devlun Whiteing, Mayor