

A Regular Meeting of the Troy Personnel Board was held Tuesday, June 8, 2004, at City Hall, 500 W. Big Beaver Road. Chairman Patrick called the meeting to order at 7:06 PM.

**Roll Call:**

**PRESENT:** Chairman Patrick  
Member Baughman  
Member Nelson  
Member Tschirhart  
Member Vanderbrink

**ABSENT:**

**ALSO PRESENT:** Peggy Clifton, Human Resources Director  
Jeanette Menig, Human Resources Specialist

**Approval of Minutes:**

PB-04-06-001: Moved by Patrick, Seconded by Vanderbrink that the Minutes of the City of Troy Personnel Board Meeting of December 9, 2003 are **APPROVED** as submitted.

Yes: Patrick, Baughman, Nelson, Tschirhart, Vanderbrink  
No: None

**Old Business: None**

**New Business:**

**A. Recommendation for Classification and Pay Plans and Merit Pay Increases for Classified Employees (FY 2004-2005)**

Peggy Clifton, Human Resources Director advised the Board that HR staff surveyed surrounding communities and determined the average pay increase to be just under 3%. The budgeted amount for increases was set at 3.5%. Staff recommends the following:

- Range adjustment: 2%
- Across-the-board salary increases: 2%
- Merit (based on performance evaluation score of 490 or above): 1%

In addition to the range increase, staff is recommending 1 addition to the Classification Plan. The addition is Administrative Assistant to the City Manager at Pay Grade 5.

PB-04-06-002: Moved by Patrick, Seconded by Nelson, That the proposed Classification and Pay Plans and merit increases for Classified Employees (FY 2004-2005) be **APPROVED** as submitted.

Yes: Patrick, Baughman, Nelson, Tschirhart, Vanderbrink  
No: None

**B. Approval of Revisions to Personnel Rules**

Peggy Clifton, Human Resources Director advised the Board that the purpose of this proposal is to clarify that retiree health insurance is a benefit offered only to those who retire under a normal, early or disability retirement, not to those who leave the City with a deferred retirement.

PB-04-06-003: Moved by Vanderbrink, Seconded by Patrick, That the Personnel Rules, Article XXX. Retirement, be **APPROVED** as amended to reflect that employees who retire under a Normal, Early or Disability retirement may be eligible for retiree health insurance.

Yes: Patrick, Baughman, Nelson, Tschirhart, Vanderbrink

Peggy Clifton indicated that Board members would be provided a complete copy of the Personnel Rules, which will include revisions approved at the December 2003 and June 2004 meetings.

**Adjournment:**

PB-04-06-004: Moved by Patrick, Seconded by Vanderbrink, CARRIED UNANIMOUSLY: That there being nothing else to come before the Board, the meeting be **ADJOURNED**.

Yes: Patrick, Baughman, Nelson, Tschirhart, Vanderbrink  
No: None

Meeting adjourned at 7:34 PM.

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Stephen Patrick, Chairman

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Peggy Clifton, Human Resources Director