

PERSONNEL BOARD MINUTES – Draft**July 2, 2008**

A Regular Meeting of the Troy Personnel Board was held Wednesday, July 2, 2008, at City Hall, 500 W. Big Beaver Road. Chair Nelson called the meeting to order at 7:35 AM.

ROLL CALL:

PRESENT: Member Laurie G. Huber
Chair Albert T. Nelson, Jr.
Member Susan Werpetinski

ABSENT: Member Deborah L. Baughman
Member Jayshree Shah

ALSO PRESENT: Phillip L. Nelson, City Manager
Brian P. Murphy, Assistant City Manager, Economic Dev. Services
Peggy E. Sears, Human Resources Director
Barbara A. Pallotta, Deputy City Clerk

Approval of Minutes of May 22, 2008

Resolution PB-#2008-07-012
Moved by Huber
Seconded by Werpetinski

RESOLVED, That the Personnel Board hereby **APPROVES** the minutes of Thursday, May 22, 2008 as presented.

Yes: Huber, Nelson, Werpetinski
No: None
Absent: Baughman, Shah

Old Business: None**New Business:**

Chair Nelson read the duties of the Personnel Board as they are outlined in Chapter 11 of the City Charter. Chair Nelson asked the Human Resource Director to define “classified” and “exempt” employees.

Ms. Sears explained that “classified” employees are non-exempt, non-represented employees such as first line supervisors, technical and professional employees. She continued by stating that an “Exempt” employee is exempt from overtime under the Fair Labor Standards Act.

Recommendations for Pay Plan for Classified Employees (FY 2008-2009)

Ms. Sears advised that City Council revisited how much to budget for Classified Employees and the proposed Pay Plan allows for a maximum 2.5% increase and that historically, a merit pay component has always been incorporated. The 2.5% increase being applied to

the pay ranges will allow employees to maintain their relative position within the range of their grade.

Chair Nelson asked how the City of Troy compares to other jurisdictions. Ms. Sears replied that the City of Troy is unique in that merit pay for performance is incorporated.

Member Huber questioned whether the merit process is of value.

Ms. Sears replied that in prior years the process had more value because the increases were more substantial. However, she believes there is still a value, employees look for their merit raise, and that if the process were discontinued, it could be difficult to reinstate.

Chair Nelson asked if the ratings were accurate. Ms. Sears and Mr. Murphy discussed that, while over the years, supervisors tend to become more generous in their evaluations, our employees are highly skilled and are exceptional performers overall. Ms. Sears added that they are currently reviewing a new evaluation process.

City Manager Nelson added that merit will become more meaningful as the new budgeting structure, *Budgeting for Outcomes (BFO)*, is implemented. He explained that each employee will play a role in how the City's objectives are set by participating in the process.

Chair Nelson questioned whether the proposed Pay Plan is consistent with the City's budget.

Ms. Sears replied that the proposed increase for Classified employees is less than increases for Union employees and is also less than what is authorized (in that the entire 2.5% could have been granted across the board) but administration supports the merit component.

Mrs. Werpetinski complimented Ms. Sears in regard to the role she played in reinstating the increases. Ms. Sears also credited a City Council Member for raising questions and the City Manager for his support.

Chair Nelson requested that the members of the Personnel Board receive any document that will assist them in their decision making process.

Vote on Recommendations for Pay Plan for Classified Employees (FY 2008-2009)

PB-2008-07-013

Moved by Huber

Seconded by Werpetinski

RESOLVED, That the Personnel Board hereby **APPROVES** the proposed recommendations for the *Pay Plan for Classified Employees (FY 2008-2009)* as submitted.

Yes: Huber, Nelson, Werpetinski
No: None
Absent: Baughman, Shah

Adjournment:

The meeting **ADJOURNED** at 8:00 AM.

Albert T. Nelson, Jr., Chairman

Barbara A. Pallotta, Deputy City Clerk