

PERSONNEL BOARD MINUTES - FINAL**June 8, 2004**

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: None

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

Approval of Minutes:

PB-04-06-001: Moved by Patrick, Seconded by Patrick 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

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

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

Meeting adjourned at 7:34 PM.

Stephen Patrick, Chairman

Peggy Clifton, Human Resources Director