

## 2019 HR Technical Review Committee—*Meeting Notes*

Council Members: Stephanie Morita (*Present*), Mark Tisdell (*Present*), Dr. Susan Bowyer (*Present*)

Citizen Members: Denise Chambers (*Present*), Greg Hooper (*Present*)

Student Members: Jessica Hrynkiw (*Absent*), Pawel Vijayakumar (*Absent*)

Staff Facilitator: Pamela M. Gordon, Director of Human Resources

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### Relevant City Council Policies:

- *Policy for Salaries of Department Directors and Mayor, and Per Diem Fees for City Boards and Commissions*
- *Attendance/Per Diem Policy*
- *Policy for Review of Performance for City Council Appointed Department Directors*

### May 20, 2019—Discussion Topics:

#### I. Mayor and Department Directors

- Overview of Compensation Program Adopted July 2017
- CPI Percent Change
- General Adjustment History
- Salary Schedule Adjustment

✓ *Consensus--2.5% Recommendation for 2020*

- Equity Adjustments

✓ *Consensus--no equity adjustments for 2020*

- Variable Performance Pay Pool History

✓ *Consensus--maintain \$15,000 budget for 2020*

- Paid Leave for Position of Mayor

*Paid Leave discussion continued on June 3, 2019.*

#### II. City Council Pay

- Council Pay Adjustment History

✓ *Consensus for no adjustments for 2020*

#### III. Board and Commission Per Diems

- B&C Meeting Pay

✓ *Consensus for no adjustments for 2020*

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Citizen Members: Denise Chambers (*Present*), Greg Hooper (*Present*)  
Student Members: Jessica Hrynkiw (*Absent*), Pawel Vijayakumar (*Absent*)  
Also Present: Mayor Bryan Barnett  
Staff Facilitator: Pamela M. Gordon, Director of Human Resources

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### June 3, 2019—Continuation of Discussion of Paid Leave for Mayor

**Note:** The Mayor is part of the Non-Union benefit group. However the position of Mayor has not previously accrued vacation or annual leave.

- Vacation options discussed:
  1. Non-union Group vacation accrual schedule.
    - Mayor Barnett eligible for 20-days based on 13 years in office
  2. Accrual of 15-days per year up to 11 years in office; eligible for subsequent earning levels per the Non-Union schedule.
  3. Accrue 15-days per year for all years in office.

#### Consensus Recommendations

##### ***Vacation benefit for Mayor:***

- ✓ *Future mayors to accrue 15-days per year beginning first year in office;*
- ✓ *Accrual for current Mayor to begin with first pay period of 2020;*
- ✓ *No annual carry-over of accrued but unused vacation;*
- ✓ *Accrued vacation balance paid-off at separation from employment.*

##### ***Annual Leave benefit for Mayor:***

- ✓ *Accrue 13 days per year;*
- ✓ *40-hours carried over each June (per Non-Union leave policy);*
- ✓ *No yearly annual leave pay-out while in office;*
- ✓ *Annual leave balance paid-off at separation from employment.*

# 2019 HR Technical Review Committee

**June 3, 2019**

**Accrued Leave recommendations for Mayor**

## Survey of Strong Mayor Municipalities

Municipality	Leave Type	Annual Accrual Rate	Pay-Out	Employee Group Basis	Notes
Flint	PTO	300 hrs	Separation	General	
Dearborn	PTO	21-34 days	Separation; >60-70 days annually	General	
Lansing	None				
Westland	Vacation	15-30 days	Up to 20 days annually	Appointed Officials	Up to 4 Personal & 5 Funeral Days

## Non-Union Vacation Schedule Effective 2019

Based on 13 years of full-time service, Mayor Barnett would currently be placed at the third level of the Non-union group vacation schedule.

### Length of Service

Date of hire through  
five (5) years of service

Five (5) years and one  
day of service through  
eleven (11) years of  
service

Eleven (11) years and  
one day of service  
through fifteen (15)  
years of service

Eighteen (18) years  
and one day if service  
and more

### Maximum Vacation

Ten (10) working days  
vacation per year

Fifteen (15) working  
days vacation per year

Twenty (20) working  
days vacation per year

Twenty-five (25)  
working days vacation  
per year