



MINUTES
Committee on Personnel
Monday, April 8, 2019 @ 4:45 p.m.
10th Floor Conference Room, City Hall

CALL TO ORDER

The meeting was called to order at 4:46 p.m.

ROLL CALL

Council Member Peter Spadafore, Chairperson
Council Member Carol Wood, Vice Chairperson
Council Member Patricia Spitzley, Member- excused
Council Member Brian T Jackson, Member

OTHERS PRESENT

Sherrie Boak, Council Staff
Jim Smiertka, City Attorney

DISCUSSION/ACTION:

RESOLUTION – Amend City of Lansing Council Staff Personnel Rules

Council Member Spadafore informed the Committee that there is an existing Time Bank for City employees, however Council staff is not in that program. It was brought to leadership attention that in the past previous employees had created a bank of time that exceeded 900 hours, but there was no current process for Council staff to access it. In addition there have been law changes since the Time Bank was created that needed to be addressed. These changes, he clarified would allow a hardship request to be made, with a cap of twice a calendar year, and the staff can be granted no more than 32 hours per request. Once the request is evaluated by Council Leadership, it will then be taken up by the Committee on Personnel and then final vote and adoption by Council. Mr. Smiertka assured the Committee that the Staff person can request a closed session during either of the meetings.

Council Member Jackson inquired into changing the rules that would allow staff to randomly leave the office for the day if they are caught up on their work and when there is another staff member present that will work until 5. The Committee discussed the conditions of the job duties of the staff and the need to have a position at the front, along with how the accumulation of salaried employees is addressed through compensation time and usage of that time. Council Member Spadafore concluded the discussion that the office has a process for flexibility if an employee needs to accommodate their time for doctor appointments, and some of the jobs are not jobs that can be done from home.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION TO AMEND THE CITY OF LANSING COUNCIL STAFF PERSONNEL RULES ARTICLE 4 B.

Mr. Smiertka asked if the Committee did look at or will look at the full set of Personnel Rules. Council Member Spadafore acknowledged those would be addressed at a future date.

Council Member Spadafore noted that with the recent proposed changes the person who submits the form will submit hardship with documents to Council leadership, and if approved will refer to the Committee on Personnel for their recommendation, and then onto Council for final action. The City Attorney was asked if all actions can be done in one day or if there was a time that needed to be considered, and also if the employee could ask for a closed session on the meetings so it would not be public and Mr. Smiertka confirmed both.

CARRIED 3-0.

ADJOURN

The meeting was adjourned at 4:53 p.m.

Submitted by, Sherrie Boak, Recording Secretary

Lansing City Council

Placed on File