

**POLICIES & PROCEDURES COMMITTEE MEETING
PAYNESVILLE CITY HALL
SEPTEMBER 16, 2013
6:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Creating A Sergeants Position (page 4)
- IV. OLD BUSINESS
 - A. Pay Equity – Update (page 9)
 - B. Paynesville Fire & Rescue Policy on Recording Devices (page 14)
 - C. Employee Performance Appraisals - **CLOSED SESSION**
PURSUANT TO MINNESOTA STATUTE SECTION 13D.05,
SUBDIVISION 3 – To evaluate the performance of
individuals who are subject to Policies & Procedures
Committee authority:
 - 1. 2 – Police Officers
 - 2. Maintenance Worker, Senior
 - 3. Maintenance Worker
 - 4. Motor Vehicle Specialist
 - 5. Liquor Store Manager
 - 6. Public Works Director/Airport Manager
 - 7. Emergency Management Director
- V. INFORMATIONAL
- VI. ADJOURN

**Please contact Renee Eckerly at 320-243-3714 ext. 227 or at renee@paynesvillemn.com
if you can't attend the meeting.**

Members: Gene Beavers, Donovan Mayer & Renee Eckerly

This agenda has been prepared to provide information regarding an upcoming meeting of the Policies & Procedures Committee. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Policies & Procedures Committee meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Policies & Procedures Committee

Committee/Council Meeting Date: September 16, 2013

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the July 22 and July 23, 2013 Policies & Procedures Committee meetings.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the July 22 and July 23, 2013 Policies & Procedures Committee meetings.

**MINUTES
POLICIES & PROCEDURES COMMITTEE**

JULY 22, 2013

The meeting was called to order by Gene Beavers at 6:00 p.m. Members present were Donovan Mayer and Renee Eckerly, City Administrator.

Motion was made by Mayer to approve the minutes of the June 25, 2013 Policies & Procedures Committee meeting. Seconded by Beavers and unanimously carried.

SOCIAL MEDIA SPECIALIST INTERVIEWS

The Committee interviewed 3 applicants.

Motion was made by Beavers to hire Amber Young for the Part-Time Social Media Specialist position; pending background checks and recommend such to the City Council. Seconded by Mayer and unanimously carried.

PAY EQUITY

It was reported that Springsted is still working on this for the City.

PAYNESVILLE FIRE & RESCUE POLICY ON RECORDING DEVICES

The Committee questioned the paragraph regarding recording in the office. Eckerly will check with City Attorney Bill Spooner for clarification and bring this back to a future meeting for further discussion.

There being no further business, the meeting was adjourned 8:15 p.m.

**MINUTES
POLICIES & PROCEDURES COMMITTEE**

JULY 23, 2013

The meeting was called to order by Gene Beavers at 6:00 p.m. Members present were Donovan Mayer and Renee Eckerly, City Administrator.

There were no minutes to approve.

PAYROLL SPECIALIST INTERVIEWS

The Committee interviewed six applicants; of the 19 applications received.

Motion was made by Beavers to hire Melissa Ball-Warriner for the Full-time Payroll Specialist position and to place Corina McQuistor on the City's eligibility list; pending background checks and recommend such to the City Council. Seconded by Mayer and unanimously carried.

There being no further business, the meeting was adjourned 11:00 p.m.

3

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Policies & Procedures Committee

Committee/Council Meeting Date: September 16, 2013

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

ITEM DESCRIPTION: Creating A Sergeants Position

Prepared by: Paul Wegner, Police Chief

COMMENTS:

Chief Wegner will be in attendance to discuss creating a Sergeants position in the Police department. He has documented his reasoning for proposing the position and a draft job description.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:



Paynesville Police Department

Chief Paul Wegner

Reason for the Sergeants Position

Responsibilities

- Answers to the Chief of Police
- Responsible for mid-level supervision of all full time and part-time officers (Currently 2 full time and 1 part-time officer)
- Handles tasks as assigned by the Chief of Police
- Responsible for department operations when Chief is absent or unavailable

Compensation

- Currently the city does not have a sergeant's position in place and the union contract does not address it. The union contracts are up this year and know would be a good time to address this matter. I have spoken with the prospective sergeant and he seems to indicate that no immediate compensation would be asked for and discussions of compensation could occur during negotiations. However, my recommendation would be somewhere between \$.50 and \$1.00.

Appointment

- Based on recommendation of Chief of Police
- Approved and appointed by the City Council

Reasoning's behind the request for promotion

- Bruce is seasoned officer with 20 years with the Paynesville Police Department
- Bruce has proven himself to be a reliable, dependable, responsible officer within the Paynesville PD
- He has shown himself to be a leader within this department during the transition of administrations. He has adapted well to the new administration and embraced the changes that have been made.
- His appointment would provide another layer of leadership to the new, younger officers
- Bruce was acting chief of the agency prior to my hire and worked through an extreme staffing shortage.
- The presence of a second in command allows the department to have a chain of command in the absence of the chief. The position would have the authority to make necessary decisions in the chief absence.
- There has been a precedent for the position in the past. In the early 90's the department had a sergeant until he was moved to chief. The position was in place when the department operated with only 3 officers.

Costs:

- Costs to appoint him to the position would be minimal with the exception of any compensation given for the position. Costs would be less than \$200 for badges and uniform stripes which would come from the 2014 uniform budget and would be purchased after the first of the year.

221 Washburne Ave. Paynesville, MN 56362

Office: 320-243-7346

Dispatch: 320-243-3434

Fax: 320-243-6697

5



Paynesville Police Department

Chief Paul Wegner

Police Sergeant Job Description

Position: Police Sergeant
Reports to: Chief of Police
Approved:
Status: Full-Time (FLSA Non-Exempt)
Salary: Per hour based on years of service in collective bargaining agreement

Purpose and Scope

The Police Sergeant position is an appointed position with appointment made by the Chief of Police and approval by the Paynesville City Council. The primary purpose of the Police Sergeant position with the Paynesville Police Department will be to handle department operations and supervision of department personnel in the absence of the Chief of Police.

Essential Duties and Responsibilities

The listed responsibilities may not include all duties performed by, or required of, the Paynesville Police Sergeant.

- Responsible for same duties as patrol officer.
- Responsible for mid-level supervision of all full-time and part-time officers in absence of or by direction of Chief of Police.
- Handles tasks assigned by the Chief of Police.
- Responsible for department operations and decisions when Chief of Police is absent or unavailable.
- Assists in training and development of officers in the department.
- Assists with maintenance and equipment repair needs of the department.
- Assists with strategic planning and development of department policy and procedure.
- Assists in day-to-day police assignments as required by the needs of service.
- Writes complete, concise, and coherent reports for a variety of purposes and evaluates reports for continued investigations.

Qualifications

The following constitutes qualifications for the position of police sergeant:

- Knowledge of state and federal laws.
- Knowledge of all municipal programs, ordinances and polices.
- Knowledge of safety and/or first aid measures.
- Knowledge of police procedures and techniques.
- Strong organizations skills.
- Strong verbal and written communication skills.
- Demonstrated leadership skills.
- Proven ability to maintain confidentiality.

- Considerable ability to establish effective working relationships with city staff, elected officials and the general public.
- Adaptability, emotional maturity, objectivity and skill in dealing with people are required.
- Ability to leverage outside resources to support improvements to department operations.
- Strong intergovernmental relationship skills with ability to work with Stearns County Sheriff's Office, Minnesota Highway Patrol and other local, state and federal law enforcement agencies.
- Outstanding communication and public relation skills and ability to communicate police issues to community and media as well as experience and willingness to speak to community, civic groups and business organizations.
- Ability to advocate for the police department and hold employees accountable; stays up-to-date ensuring polices and procedures and that training and equipment keep up with changing technology.
- Has a "can do" attitude with a commitment to results and the ability to achieve them.
- Experience and success in managing, developing and implementing programs that invest in our youth. Skill in prioritizing and effectively managing existing resources to maximize results and the ability to forecast needs for additional resources for the future.
- Skill to expertly drive a motor vehicle, sometimes under adverse conditions and at high speeds.
- Knowledge of the departments core values, mission and vision statement. Must understand and adhere to the values set forth by the department.

Preferred Qualifications

The following constitutes preferred qualifications for appointment to Police Sergeant:

- Five (5) years previous police officer experience
- Meet requirements of police officer for the City of Paynesville.
- Considerable ability to hear and speak when conversing in person or by telephone.
- Considerable ability to read reports, correspondence, computer screens and other documents.
- Considerable ability to research and analyze data, determine alternatives and make recommendations.
- Thorough knowledge of modern law enforcement and emergency management principles, procedures, techniques and equipment; considerable knowledge of applicable laws, ordinances, rules and regulations.
- Ability to training and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers, supervisors, other law enforcement personnel and the general public; ability to exercise sound judgment in evaluating situations and in making decisions; ability to give verbal and written instructions.
- Strong report writing, communication and computer skills.
- Ability to make arithmetic computations. Ability to compute rates, ratios and percentages. Ability to compute, interpret and analyze statistical data. Ability to oversee budget preparation and administer the budget. Ability to understand and use the metric system when necessary.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to think analytically and logically to overcome challenges. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to analyze situations and determine appropriate action and to respond quickly and appropriately to crisis and emergency situations.

This position description does not constitute an employment agreement and is subject to change by the City of Paynesville as the needs of the city and the requirements of the job change.

Notice of Employee: The undersigned employee acknowledges that they have read and understand this position description which includes physical and environmental factors for the position. Furthermore, that a copy of this position description will be provided to the Employee and the signed original will be placed in their personnel file. Finally, that this position description shall define their position indefinitely unless later amended and duly adopted, at which time this procedure shall be followed.

Chief of Police

Date

Police Sergeant

Date

The City of Paynesville considers appointments for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job-related medical condition or disability or any other legal protected status. EOE/AA/ADA



Springsted

Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

LETTER OF TRANSMITTAL

April 4, 2013

Ms. Renee Eckerly
City Administrator
City of Paynesville
221 Washburne Avenue
Paynesville, Minnesota 56362-1642

Re: Proposal to Conduct a Classification and Compensation Study

Dear Ms. Eckerly:

Springsted Incorporated is pleased to submit our work plan to develop a new job evaluation system for City positions, conduct a market survey and development of a new compensation plan to assist the City in achieving compliance with the State of Minnesota Local Government Pay Equity Act.

Our firm has assisted numerous jurisdictions in Minnesota, the Upper-Midwest and throughout the United States in addressing their classification, compensation and human resources issues, and in performing specialized management studies. We have created an extensive management consulting services practice that provides in-depth study and analysis on a variety of topics. Springsted has the staff, facilities and expertise to furnish the services required for this work. Our vast experience in the areas of human resources administration will be an advantage to your organization.

We look forward to working with the City of Paynesville and its employees on this important project.

Respectfully submitted,

Ann S. Antonsen

Ann S. Antonsen, Vice President
Consultant

Work Plan

Springsted will assist the City in developing a new job evaluation system for all City positions which can be maintained by the City as positions are created or as positions change. The system Springsted will develop will:

- Apply to all City positions professionally, consistently and objectively
- Include employee input and participation as an integral part of the study process
- Is maintained in accordance with best practices

Employees play a major role in providing the data needed for the development of a new job evaluation system. Therefore, it is imperative that employees receive information about the study, why it is being conducted, opportunities for employee involvement throughout the process, and expected outcomes.

Springsted will conduct an employee informational meeting to introduce the study, explain study procedures and answer any questions employees may have about the process. Union representatives, if applicable, may be invited to attend these meetings.

Employees will receive a Position Analysis Questionnaire (PAQ) at this time. The questionnaire provides an opportunity for each employee to describe the required knowledge, skills and abilities, and provide input on the various job factors that affect the position. Employees will also identify the specific physical requirements and working conditions of their position to assist in the consultant's review for compliance with the Americans with Disabilities Act. Springsted will spend time at the meeting reviewing the PAQ and responding to employee questions. The information gathered from the PAQ's will provide the information to be used in evaluating positions.

During the informational meeting, we will also explain the supervisors' role in completing and signing off on the PAQ's. The questionnaire is designed to allow supervisors to comment on employee responses without altering employee responses. This allows the consultant to review complete, unedited responses from employees and supervisors. In instances where the employee and supervisor view the position requirements differently, Springsted will conduct job audits to obtain more information. Audits will be scheduled to minimize disruption to City operations. If necessary, meetings can be scheduled at the beginning or end of a shift to facilitate employee attendance.

Upon receipt of the completed PAQ's, Springsted will review the information provided by employees and their supervisors and determine if all information required for the job evaluation process is complete. Job evaluation is the mechanism that ensures that internal relationships are fair and equitable.

Springsted has developed and copyrighted a job evaluation system known as the Systematic Analysis and Factor Evaluation (SAFE[®]) System. The SAFE[®] system is a unique job evaluation method designed to measure job factors which apply specifically to local government. This system has been successfully used for many years throughout the Country, updated to account for changes in technology, etc., and has been reviewed by the United States City Court, in conjunction with an Equal Employment Opportunity (EEO) suit, and found acceptable to the Court. The system has also been accepted by the State of Minnesota under the Local Government Pay Equity Act.

The system rates and ranks jobs based on various skill levels and work factors. The result is an equitable and consistent method of evaluating jobs and relating positions to the compensation plan.

The system facilitates proper and equitable comparisons between and among classes and minimizes the appearance of favoritism in evaluating, rating and ranking jobs.

Each classification will be evaluated and placed within the proposed compensation plan based on the job evaluation system and the market rates paid by survey participants.

The elements considered in determining the relative value of classifications are:

- Training and Ability
- Level of Work
- Physical Demands
- Independence of Actions
- Supervision Exercised
- Education and Experience
- Human Relations Skills
- Working Conditions/Hazards
- Impact on End Results

This system can be maintained by the City. Springsted provides training to individuals assigned by the City to this task on utilizing the SAFE System to evaluate newly created positions or re-evaluate revised positions.

Springsted Incorporated will develop a new job evaluation system for the City as outlined in this work plan for the professional fee of \$1,950.

Wage and Benefit Survey and Analysis

Springsted can conduct a comprehensive salary and benefits survey to compare City positions with analogous positions in other comparable public agencies in the area labor market. External market comparisons for positions will be based on similar organizational structure, population, geographic location, job responsibilities, scope of authority, financial, socio-economic, growth, and other relevant factors. The study team will consult with City management and designated staff in identifying the appropriate sources of survey data. Springsted will develop the salary survey in conjunction with the City.

The analysis of wage, benefit and total compensation in comparison to the City shall be conducted for a not-to-exceed fee of \$2,250.00

Development of Compensation System and Implementation Options

Based on the wage and benefits data analysis and the job evaluation points, Springsted develop a new compensation plan. Recommendations will be developed in accordance with information from the City regarding its pay philosophy, as well as goals and objectives established for its compensation program, which may include the option for a performance based component. Springsted will review options with the City on the spread of pay ranges, open range vs. a step system, relationship between wages and benefits, etc.

Springsted will propose a plan(s) for implementation of the compensation plan that coincide with the financial and budgetary requirements of the City and the needs of employees. An estimate of the cost(s) of implementation will be provided. These options may include phasing in of compensation levels over time

Springsted will ensure that the proposed plan is in compliance with the State of Minnesota Local Government Pay Equity Act.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: April 10, 2013

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - G

ITEM DESCRIPTION: Pay Equity

Prepared by: Staff

COMMENTS:

Renee Eckerly will give a verbal report.

When the Union Negotiation Team was conducting union negotiations, any wage scale adjustments would put the City in non-compliance. Springsted was contacted in July 2008 when the City last conducted a study like this, but the City went with Laumeyer. Eckerly has contacted Springsted for assistance. Please review the attached Proposal to Conduct a Classification and Compensation Study:

1. To remove the City from the Princeton Point System and go to a system known as Systematic Analysis and Factor Evaluation (SAFE) – which will spread out the point and re-categorize job classifications = \$1,950
2. If a wage and benefit analysis is desired = \$2,250
3. Pay ranges and step scales reviewed = \$1,250
4. Professional Fees = \$750.00 (this amount would be incurred for one or all of the options)

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to _____.

PAY EQUITY

When the Union Negotiation Team was conducting union negotiations, any wage scale adjustments put the City in non-compliance. Springsted was contacted in July 2008 when the City last conducted a study like this, but the City went with Laumeyer. Eckerly has contacted Springsted for assistance in December of 2011 and Springsted assisted the City at no charge. Please review the attached Proposal to Conduct a Classification and Compensation Study:

1. To remove the City from the Princeton Point System and go to a system known as Systematic Analysis and Factor Evaluation (SAFE) – which will spread out the point and re-categorize job classifications = \$1,950
2. If a wage and benefit analysis is desired = \$2,250
3. Pay ranges and step scales reviewed = \$1,250
4. Professional Fees = \$750.00 (this amount would be incurred for one or all of the options)

Eckerly reported that the City has been dealing with pay equity issues since 2008 at which time a study was done that cost the City fees for the study plus wage increases; just to find out the City was not out of compliance. Last year the City increased pay to two female jobs classes to get into compliance. This year increases were ran and even with a minimal increase the City became out of compliance. Eckerly contacted Springsted and they suggested the following:

1. To remove the City from the Princeton Point System and go to a system known as Systematic Analysis and Factor Evaluation (SAFE) – which will spread out the point and re-categorize job classifications
2. Wage and benefit analysis
3. Review pay ranges and step scales

The City can pick and choose what they want to do. Springsted did verify that the City is out of pay equity and is up for compliance in January of 2014. Thompson suggested getting pay equity established before any further union negotiations. Eckerly noted that any fees incurred for the study are not budgeted for.

Motion was made by Beavers to move forward with option #1 in the amount of \$1,950.00 and #2 in the amount of \$2,250.00 and pay for the necessary professional fees. Seconded by Mayer and unanimously carried.

TEMPORARY STREET CLOSING – LADIES NIGHT OUT

A Temporary Street Closing Application submitted by the PEP Committee for Ladies Night Out on April 26, 2013 from 5 – 10 p.m.; to close Augusta Ave. from James Street to the alley near AMPI was presented. The Police Chief and Fire Chief have approved the application with the understanding that the Committee will have to work with the Public Works Department for barricades.

Motion was made by Beavers to approve the Temporary Street Closing Application submitted by the PEP Committee for Ladies Night Out on April 26, 2013 from 5 – 10 p.m. Seconded by McDaniel and unanimously carried.

**PAYNESVILLE FIRE & RESCUE POLICY
ON THE USE OF RECORDING DEVICES
(CAMERAS, CAMERA PHONES, CAMERA VIDEOS, VIDEO
RECORDING DEVICES & AUDIO RECORDING DEVICES)**

Firefighters have a primary responsibility for the safety of the community and their colleagues in responding to fire and rescue emergencies. Firefighters also have a duty to protect the privacy rights of all members of the public and other members of the department.

PURPOSE. The purpose of this policy is to protect privacy rights of members of the Paynesville Fire Department in the performance of their duties of responding to fire and rescue calls and while otherwise in the workplace. This policy is intended to promote a professional atmosphere among members acting in the capacity of providing fire and rescue services and to protect information of private parties which might be subject to HIPPA Rules.

POLICY. From time to time the Paynesville Fire Department may authorize the use of cameras on emergency scenes for the cataloging of involvement with emergencies or to record meetings or social events. However, the use of any photographic equipment by members engaged in firefighting or rescue operations is prohibited unless authorized by the Fire Chief.

Posting of images, graphic material of emergency scenes or fires, the interior of private dwellings or pictures of persons served by the Fire Department or Rescue on websites of personnel is prohibited.

Members of the department will not interfere with private persons or news organizations performing photography, whether public or private. Members who feel that photographers are interfering with their duties shall immediately report the interference to their commander for referral to police.

No member of the department may secretly and without knowledge and consent of all persons being recorded, use any camera, camera phone, camera video, video recording device or audio recording device, or transmit live to another location the image or voice of another. The act of secretly placing a device capable of making such a recording in the workplace shall be a violation of this policy, even if it cannot be proven that it actually recorded or transmitted.

Nothing in this policy shall be construed to prevent the use of cameras, camera phones, video recording devices or audio recording devices by law enforcement agencies or other investigative agencies, during the lawful collection of evidence in an investigation, nor does it prohibit the Fire Department from maintaining electronic surveillance devices on Fire Department property or vehicles, as the Chief deems necessary from time to time, to ensure safety, security and welfare of all personnel and equipment.

15

Violations of this policy are considered to be extraordinary breaches of other people's legitimate expectations of privacy and may subject an offender to discipline including, but not limited to, termination.

This policy is adopted by the Paynesville Fire Department this _____ day of _____, 2013.

Fire Chief

I have received a copy of the Paynesville Fire Department policy on the use of recording devices.

DATED: _____

Fire Department Member

Renee Eckerly

From: William Spooner [fs-law@clearwire.net]
Sent: Friday, July 26, 2013 10:37 AM
To: Renee Eckerly
Subject: Fire & Rescue Recording Policy

Renee:

Just wanted to follow up on our conversation. I know that you had said you would be meeting with Gene Beavers to review our discussion and would let me know if I should delete the paragraph we discussed or what approach you were going to take. Let me know when you have a chance.

William Spooner