



# HUMAN RESOURCES DEPARTMENT

## City of Burlington

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### Minutes

#### Human Resource Policy Committee

November 19, 2018

HR Conference Room, 200 Church Street, Suite 102

5:00 pm

**Present: Councilor Karen Paul (KP), Councilor Richard Deane (RD), Councilor Brian Pine (BP), Acting HR Director, Stephanie Reid (SR)**

**Meeting called to order by KP at 5:07**

**1) Agenda**

RD moved to approve the agenda, BP seconded

**2) Public forum**

No members of the public were present for comment

**3) Revise Columbus Day holiday to Indigenous Peoples Day**

SR presented the attached changes to revise Columbus Day holiday to Indigenous Peoples Day:

**6.3 HOLIDAY LEAVE**

*The following days are recognized as City holidays:*

*New Year's Day*

*Martin Luther King, Jr. Day*

*Presidents' Day*

*Town Meeting Day*

*Memorial Day*

*Independence Day*

*Bennington Battle Day*

*Labor Day*

***Indigenous Peoples Day (Columbus Day)***

*Veterans' Day*

*Thanksgiving Day*

*Christmas Day*

KP asked the committee if there were questions for SR regarding the presented change to the naming convention of Columbus Day. RD and BP had no questions. KP asked, "what are the next steps if we vote yes?" SR responded with, we open it for employee comment, we collect the responses, and then the HR committee will reconvene and review the comments as necessary. BP moved to approve the change for the naming convention of Columbus Day to Indigenous Peoples Day, RD seconded, approved 3:0

**4) Revise language to City of Burlington policy 4.4 LIMITED SERVICE EMPLOYEE, sub section b. BENEFITS**

SR presented the attached changes to revise language to the PPM section: 4.4 LIMITED SERVICE EMPLOYEE, sub section b. BENEFITS



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#### 4.4 LIMITED SERVICE EMPLOYEE

*A Limited Service Employee is an employee who is not a regular full or part-time employee, is employed in a classified or non-classified position which is scheduled to last at least twelve (12) months but not more than three (3) years, and who has satisfactorily completed an initial probationary period, may be designated as Limited Service by the Board of Finance. These positions may be funded from a source that is outside the General Fund or regular revenue stream of a department, and may be task or time-limited. The Human Resources Department shall perform an administrative review to determine the appropriate compensation for non-classified limited service positions.*

a. Hours

*Regularly scheduled for twenty (20) or more hours per week.*

b. Benefits

*Entitled to employee benefits. Employees working 20-34 hours per week will have their benefits prorated (based on a 40-hour workweek), subject to any requirements and qualifications of each of the benefit plans. Employees working less than 20 hours per week shall not receive benefits.*

*Benefits under the City's retirement system are not available. A limited service employee funded by an external grant that provides for a retirement benefit may, with Department Head approval, use such funds (up to the City's current retirement contribution percentage) to participate in the City's deferred compensation program. A limited service employee not funded by an external grant is eligible to participate in the City's tax deferred savings plan.*

KP asked for clarification about the LTD Service positions and how do we determine if a position comes out of the LTD Service classification. SR responded with the HR Managers have a plan in place to work more closely with the Department Heads and Supervisors to keep track and convert LTD service employees to Regular employees. LTD service employees are not eligible to participate in the City pension. The 457 Deferred Compensation Plan is entirely employee funded. RD asked if there would be an additional admin cost for adding LTD Service Employees. SR to reach out to our plan vendors to inquire about admin costs.

BP moved to approve the change to PPM section 4.4, RD seconded, approved 3:0

### 3) Other Business

KP requested an update on the HR Director position. SR responded that the Mayor has assigned a team to work on the job description and we hope to post the position soon.

### 4) Adjournment

Meeting adjourned at 5:26 by KP