

EMPLOYEE RELATIONS COMMITTEE MEETING MINUTES  
MARCH 26, 2008 @ 4:30 P.M.  
COUNCIL CHAMBERS, NEWTON CITY HALL

The Employee Relations Committee Meeting of Newton, Iowa met at 4:00 p.m. on the above date in the Council Chambers located at 101 South 4<sup>th</sup> Street South. Present: Mike Hansen, Chair and Committee member Mullan. Absent: Foreman

Moved by Mullan seconded by Hansen to approve the March 5, 2008 Employee Relations Committee Meeting Minutes. AYES: Two. NAYS: None. Motion carried.

David Watson, City Administrator stated the City was looking at the open position of Cemetery Superintendent at the cemetery. We have looked at the function of that division. I asked Denny Slings, Park Director and David Stewart, Public Works Director to research all aspects of the division to see if it made any sense to have it under the parks department instead of public works. David Stewart stated he looked at staffing levels, noting there used to be three full time positions and that had been reduced to two full time positions, the superintendent and one attendant. There are three part time positions. Stewart also noted the superintendent is a working supervisor. Denny Slings stated he got involved looking at the grounds operations, measured distance between the stones and found no mowing deficiencies. Discussion ensued. David Watson concluded we have completed sufficient research and feel this division should stay within the public works department. Watson also stated he would like to begin the process of hiring the new Cemetery Superintendent. Hansen, Chair stated it is clear the City Administrator has the authority to hire the position and should move forward.

The next order of business was an amendment to the employee handbook. David Watson, City Administrator stated it had been brought to his attention recently when the Engineering Supervisor was asked to serve as the interim cemetery superintendent, the employee handbook did not allow him to give that supervisor additional pay because the engineering supervisor was in a higher range of pay than the superintendent, the handbook only allows for additional pay if the employee is being asked to do a duty that is above his pay range. It was moved by Hansen, seconded by Mullan this item be taken to the full city council without a recommendation from this committee. AYES: Two. NAYS: None. Motion carried.

Moved by Hansen seconded by Mullan to adjourn the meeting. By unanimous voice vote the meeting adjourned at 5:13 p.m.

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Mike Hansen, Chair

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Candice Van Zee  
City Clerk