

A Regular Meeting of the Troy Personnel Board was held Tuesday, May 29, 2007, at City Hall, 500 W. Big Beaver Road. Clerk Bartholomew called the meeting to order at 6:31 PM.

**ROLL CALL:**

**PRESENT:** Member Baughman  
Member Huber  
Member Nelson  
Member Tschirhart

**ABSENT:** Member Shah

**ALSO PRESENT:** John M. Lamerato, Assistant City Manager, Finance & Administration  
Tonni L. Bartholomew, City Clerk  
Peggy E. Sears, Human Resources Director

**Appointment of Personnel Board Chairperson:**

Resolution PB-#2007-05-001  
Moved by Nelson  
Seconded by Baughman

RESOLVED, That Members of the Troy Personnel Board hereby **APPOINT** Member Tschirhart to serve as Chairperson.

Yes: All-4  
No: None  
Absent: Shah

**Approval of Minutes of June 5, 2006:**

Resolution PB-#2007-05-002  
Moved by Baughman  
Seconded by Nelson

RESOLVED, That the Personnel Board hereby **APPROVES** the minutes of Monday, June 5, 2006 as amended to include the “No” votes with the word “None” following the vote and with the Adjournment Resolution Number expanded to read “2006-06-006”.

Yes: All-4  
No: None  
Absent: Shah

**Old Business: None**

**New Business:****A. Recommendations for Classification Plan and Pay Plan**

Human Resources Director Sears reviewed the recommendations and noted that the GIS Data Analysis has had a change in duties and performs at an elevated level than what is provided for in the Pay Plan. The title is recommended to have the word “Data” eliminated and moved up one grade to Pay Grade 5. Additionally, there was a desk audit preformed on one of the Legal Assistant’s positions and it was determined that that position should be increased to a Legal Assistant II with the salary falling within Pay Grade 5.

In addition to the Classifications and Pay Grade recommendations, Director Sears reviewed the recommendations for the Pay Plan. She stated that staff had performed comparisons with similar communities and found that the salary ranges should be increased by 2% and therefore management recommends an increase to the Pay Grade schedule to be increased across the board by 2%. Additionally, management is recommending a 2% across the board pay increase for the Classified Employee Group with merit increases to employees who preformed at high and clearly outstanding levels as indicated by their Annual Personnel Evaluations. Ms. Sears noted that in the past, employees received a .5% and 1%, respectively, for merit increases. In order to more clearly reward high achievers as well as maintain costs within budget, Director Sears indicated that management is proposing a flat rate Merit Plan. She reviewed the 2007 Merit Increase matrix and stated that a \$650.00 increase for the Clearly Outstanding employees and a \$200.00 increase for the High Level employees are being proposed. The dollar amount was proposed because the impact on the City budget will be slightly lower than what was experienced in the 2006-07 budget. Discussion continued on the evaluations and the proposed rates. It was the consensus that superior employee should be encouraged and rewarded accordingly.

Resolution PB-#2007-05-003

Moved by Nelson

Seconded by Baughman

RESOLVED, That the Personnel Board hereby **APPROVES** the proposed recommendations for the *Classification Plan and Pay Plan* (FY 2007-2008) as submitted and presented by human Resources Director Peggy Sears with the plan rewards being elevated or superior employees rewarded the greatest merit pay in the amounts of \$650.00 and \$200.00 for the high performers.

Yes: All-4

No: None

Absent: Shah

**B. Recommended Revisions to Benefit Provisions:****1. Increase Employees Contribution for Participation in the Defined Benefit Pension Plan**

Human Resources Director Sears reviewed the item and noted that it is the goal of Management to bring the Classified and Exempt Employee Group into line with the other non-police employee groups. She noted that the recommendation is to increase the contribution for employees participating in the Defined Benefit program by .5%. The employee's total contribution towards the Defined Benefit plan will be 1.5%. It was noted that the modification would have an effect on the employer contribution by slightly less than .5%.

Resolution PB-2007-05-004

Moved by Huber

Seconded by Nelson

RESOLVED, That the Personnel Board hereby **APPROVES** the proposed recommendations in the Personnel Rules, Section XXX - Retirement, as submitted.

Yes: All-4

No: None

Absent: Shah

**2. Eliminate Dual Health and Dental Insurance Coverage for Employees Who Are Married to Each Other**

Human Resources Director Sears reviewed the item and noted that the proposed recommendation before the Personnel Board is to eliminate the availability of dual coverage for two employees that are married to each other. She noted that the benefit change has been successfully achieved with all recently negotiated collective bargaining agreements, and Management is proposing the revision be applied to the Classified Employee Group. This proposed change would affect approximately 5 couples.

Mr. Lamerato indicated the same revision would be addressed for married couples where there is an employee and a retiree. He noted retiree laws are a little more restrictive however the matter will continue to be investigated for future implementation.

Chairman Tschirhart questioned terminology and suggested "legally recognized marriages".

Resolution PB-2007-05-005

Moved by Baughman

Seconded by Huber

RESOLVED, That the Personnel Board hereby **APPROVES** the proposed recommendations in the Personnel Rules, Section XXVI. Hospitalization and Medical

Insurance, to eliminate Dual Health and Dental Insurance Coverage for Employees Who Are Legally Married to Each Other, as submitted.

Yes: All-4  
No: None  
Absent: Shah

**C. Approval of Revisions to Personnel Rules**

Human Resources Director Sears reviewed the proposed item. She noted that the proposed recommendation is a housekeeping item, which would replace the words “Personnel Office” with “Human Resources Department”, and “probation period” with “review period”. The rationale for the change is to reduce the confusion for third party employment interpretation between a “just cause relationship” and “at will relationship” between employees and the City of Troy.

Resolution PB-2007-05-006  
Moved by Huber  
Seconded by Baughman

RESOLVED, That the Personnel Board hereby **APPROVES** the proposed language revision recommendations in the Personnel Rules as submitted.

Yes: All-4  
No: None  
Absent: Shah

**Amend Agenda to Add Cafeteria Plan Insurance Overview**

Resolution PB-2007-05-007  
Moved by Nelson  
Seconded by Baughman

RESOLVED, That the Personnel Board hereby **AMENDS** their May 29, 2007 Agenda to include item 6. D. Cafeteria Plan Insurance Overview.

Yes: All-4  
No: None  
Absent: Shah

**D. Cafeteria Plan Insurance Overview**

Assistant City Manager Lamerato gave a brief overview and status report regarding the City of Troy’s Cafeteria Plan Insurance. He noted that the City of Troy, through the recommendation of their Certified Public Accountant firm, adopted a Health Insurance Cafeteria Plan, Section 125 – Pay-In-Lieu Benefit Plan.

**Adjournment:**

Resolution PB-2007-05-008

Moved by Baughman

Seconded by Tschirhart

RESOLVED, That there being nothing else to come before the Board, the meeting be  
**ADJOURNED.**

Yes: All-4

No: None

Absent: Shah

The meeting **ADJOURNED** at 7:31 PM.

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**Ronald Tschirhart, Chairman**

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**Tonni L. Bartholomew, City Clerk**