



METROPOLITAN CIVIL SERVICE COMMISSION

SPECIAL CALLED MINUTES

May 20, 2013

8:30 a.m.

**Civil Service Conference
Room
Suite 163, 222 Bldg.
3rd Avenue North
Nashville, Tennessee**

MEMBERS

Chairman William H. Farmer; Vice-Chairman R. Steve Corbitt; Michael Allen; Jo Ann North and D. Billy Sanders.

OTHER MEMBERS

Rita Roberts-Turner, HR Director; Nicki Eke, Metro Legal Department Attorney.

COMMISSION

Chairman Farmer called the meeting to order. He said the minutes of the Special Called Meeting for May 6, 2013 were included in the packet and he asked if everyone had a chance to review them. Commissioner Sanders and Commissioner Allen said they had not and asked to review the minutes. Chairman Farmer deferred taking a motion until everyone could review the minutes.

Prior to ending the Special Called meeting of May 20, 2013, Chairman Farmer asked again if there were any objections, corrections, or amendments to the Special Called Minutes of May 6, 2013. Commissioner North moved for approval and a second was made by Commissioner Sanders. There were no objections from the Commission and the Special Called Minutes of May 6, 2013 were approved.

HUMAN RESOURCES

(1: Consideration of Proposed FY 2014 Pay Plan presented by the Finance Department.

Finance Director Rich Riebeling was present before the Commission to say that on May 6, 2013 he had presented the proposed budget for Metro employees with an across the board increase of 1.5 % for part-time and full-time employees effective January 1, 2014. After hearing feedback from the Commission, Employee Representatives and Council, it was determined that increments should be included as a part of the proposal for FY14. Director Reibeling further stated by July 1, 2013, employees who would otherwise be eligible for an increment in FY14 would receive it on their anniversary date. He noted the FOP's concerns about a lot of the police officers hired in the last few years who had not yet received an increment despite an expectation that they would be restored. Director Reibeling said Metro is proposing a new pay study during the course of the next fiscal year and feels the proper course of action would be to have increments approved for FY14. This will create some burdens for some departments because Metro is not in the position to amend the budget to include revenue for the increments, so departments will have to fund this out of their budgets. He said that he spoke with some of the department heads regarding their budget and will help them find funds for those departments who cannot legitimately cover the cost. He reassured the Commission this could be done without layoffs. The cost for funding the 1.5% pay raise starting in January is approximately \$3.5 million. Increments begin on July 1, 2013 and would benefit approximately half of the employees at a cost of about \$6.6 million.

MOTION: After a brief discussion, Commissioner Allen moved to accept the amended pay plan. Commissioner North seconded the motion and the Commission approved without objection.

(2: Request to Consider Civil Service Policy Changes

HR Representative Jamie Summers from NFD stated the positions of Fire Services Deputy Director and Fire Commander will be added to policy 8.2C-I. Employees slotted into the assignment class shall be compensated the same as if promoted to that class. Should the assignment end, the employee would drop back to his permanent class and pay adjusted to the rate attained in the permanent class. If the employee receiving assignment pay is promoted into a higher class, the promotion will be calculated based on the rate that employee would have attained in his permanent class. No one would lose any funds or be reduced in rank. Positions will be used going forward and as the current classes are being vacated, they will be closed.

MOTION: After some discussion, Commissioner North moved for approval of the above request as submitted. Commissioner Allen seconded the motion and the Commission approved without objection.

(3: Adoption of New Job Descriptions

HR Analyst David Sinor stated there were fourteen new job descriptions to be included in the Amended Pay Plan effective July 1, 2013 as follows:

Fire - Fire Services Deputy Director and Fire Commander

Police – Crime Laboratory Director, Crime Lab Asst. director / Quality Assurance Manager, Crime Lab Information Technology Manager, Crime Laboratory Business Manager, Crime Lab Evidence Receiving Supervisor, Crime Lab Evidence Receiving Technician, Crime Lab Forensic Supervisor, Crime Lab Forensic Scientist 1, 2 and 3 and Crime Lab Forensic Technician

ITS – Information Systems Deputy Director

Mr. Sinor said the job descriptions must come before the Commission as new classifications before they can go before Council for final approval. Damian Huggins with the Metro Police Department said the new Crime Lab facilities will be opening on January 1, 2014. Although employees have been actively been working in this field, the classifications presented are to ensure a suitable fit within the scales of the pay plan.

MOTION: After some discussion, Commissioner North moved for approval of the above request as submitted. Vice-Chairman Corbitt seconded the motion and the Commission approved without objection.

(4: Request Change to Clarification Page of Pay Plan

HR Deputy Director Jim Kramer stated the change in the explanation sheet is to clean up wording by adding the pay scale for CO and to better clarify how the hourly rates are applied to positions that work more than 40 hours per week. This revision to the language clarifies the ongoing practice; no procedural changes are being made.

MOTION: After some discussion, Commissioner North moved for approval of the above request as submitted. Vice-Chairman Corbitt seconded the motion and the Commission approved without objection.


With nothing further, the meeting adjourned at 8:45 a.m.

ATTEST:

APPROVED:



Ms. Rita Roberts-Turner,
Secretary to the Civil Service Commission



Mr. William H. Farmer, Chairman
Civil Service Commission