
Minutes Merit System Board June 11, 2010

Minutes of the Merit System Board meeting held on June 11, 2010, at 9:00 a.m., in the Human Resources Conference Room at 20 E. Sixth Street, Tempe, Arizona.

Board Members Present:

James P. Foley, Chairman
Dr. Russell Schoeneman, Board Member
Penny Higginbottom, Board Member

City Staff Present:

Renie Broderick, Secretary to the Merit System Board & Human Resources Manager
Jon O'Connor, Deputy Human Resources Manager
Susan Buck, Staff to the Merit System Board & Human Resources Technician II

Chairman Foley called the meeting to order at 9:15 a.m.

Agenda Item 1 – Discuss and Approve Meeting Minutes from August 14, 2009

The minutes were unanimously approved as written at 9:18 a.m.

Agenda Item 2 – New Board Member Welcome & Orientation

Chairman James Foley welcomed new member Penny Higginbottom. There was general discussion regarding the Merit System Board, the hearing process and open meeting law.

Agenda Item 3 – Discuss Proposed Revision to “Personnel Rules and Regulations”

Human Resources Manager Renie Broderick presented the proposed (attached) changes to the City of Tempe Personnel Rules and Regulations.

Deputy Human Resources Manager Jon O'Connor explained to the Board that the City Council directed the City Manager to reduce the City overall budget by 5%. Due to the current status of the employee groups' Memorandums of Understanding (MOUs), the City Manager has determined the only option is furloughs. Mr. O'Connor provided background on the development of the furlough program and details regarding furlough leave usage. The Board asked some clarifying questions and Mr. O'Connor explained that this rule change provides the City Manager with permission to implement the furlough leave program, but does not provide the specific details of that program. Those details will be published separately from the Personnel Rules & Regulations.

Ms. Broderick explained that the draft guidelines have been shared with department managers and the Six-Sided Partnership and those groups have provided feedback. The Board asked clarifying questions and Ms. Broderick stated that the guidelines will not be made part of the Personnel Rules & Regulations, but will be in a separate document specifying the details of the program. The goal is to implement this program for the next fiscal year only, until the MOUs are up for negotiation. She noted that this is not intended to be a long term solution.

The Board asked clarifying questions regarding the details of the leave usage. Mr. O'Connor noted that employees are required to take the furlough leave since they will be incurring a pay reduction. Ms. Broderick clarified that a few departments may implement the leave program specific to their situation. For instance, the Municipal Court will be closing one day a month and will charge furlough leave to their employees for that day.

Chairman Foley asked if there was any further discussion requested, and as there was none, Board Member Schoeneman moved to approve the Rule change as written. Board Member Higginbottom seconded the motion and it carried unanimously at 9:45 a.m.

Upon determining that there was no further business, Chairman Foley made a motion to adjourn, and Board Member Schoeneman seconded the motion. The motion carried unanimously.

Meeting adjourned at 9:47 a.m.

Prepared by:
Susan Buck, Human Resources Technician II,
and Staff to the Merit System Board

Reviewed by:
Rene Broderick, Human Resources Director,
and Secretary to the Merit System Board



Authorized Signature

Section 202: Salary Administration

L. Furlough Programs

In the event that the City of Tempe experiences a loss of revenues and utilizes employee furloughs to reduce salary expenditures, the City Manager may create a written policy establishing leave programs directly related to furlough implementation. Such leave programs shall be designed to better facilitate required salary reductions and may allow employees some input in determining which work days will be identified as furlough days. Any leave program created by the City Manager shall be temporary and only implemented during the furlough reduction period.