

CITY OF NORTHFIELD, MINNESOTA  
CITY COUNCIL RESOLUTION 2018-020  
APPROVING ROLES AND RESPONSIBILITIES OF THE  
COUNCIL EMPLOYMENT POLICY COMMITTEE

WHEREAS, the Northfield City Council approved Resolution 2017-103 establishing a “Council City Employment Committee” on November 14, 2017; and

WHEREAS, city staff suggested a resolution clarifying roles and responsibilities at the December 19, 2017 meeting; and

WHEREAS, the Northfield City Council approved appointment of Mayor Pownell, Council Member DeLong, and Council Member Colby to the Council Employment Policy Committee on January 2, 2018; and

WHEREAS, roles and responsibilities could include: review of new and updated employee handbook policies, compensation wage schedule amendments, annual administrative policies related to City employment-related items, employee benefits renewal, review departmental organizational analysis policy, review employment diversity EEOC reporting, and city administrator annual performance review policy and process; committee of the council for personnel related requests for proposals and recommendations to the council for third party services; and

WHEREAS, the Council City Employment Committee discussed the issue at their December 21<sup>st</sup> meeting and further reviewed and advised on the resolution provided herein at their January 17<sup>th</sup> and February 21<sup>st</sup> meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

1. The “Council Employment Policy Committee” shall review, discuss and advise on matters relating to policy-related agenda items that may come before or be referred by the City Council. The Council Employment Policy Committee shall only be advisory to the Council.

The matters shall include, but are not limited to, the following:

- A. Review of new or amended Personnel Policy amendments; and
  - B. Review of employee benefit changes or renewals; and
  - C. Review of compensation wage schedule amendments; and
  - D. Review of Administrative Policies that relate to employment; and
  - E. Review of other questions related to employment policy at the request of staff.
2. The *Council Employment Policy Committee* shall not include any authority or review responsibilities related to individual employee performance or labor negotiations. These issues remain the responsibility of the full City Council in conformance with the City Charter, Ordinance and/or other city policies.
  3. The Council Employment Policy Committee will set a monthly meeting date and meet as needed.

PASSED by the City Council of the City of Northfield on this 6th day of March, 2018.

ATTEST

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

VOTE:   \_\_\_ POWNELL   \_\_\_ COLBY   \_\_\_ DELONG   \_\_\_ NAKASIAN  
          \_\_\_ NESS       \_\_\_ PETERSON WHITE   \_\_\_ ZWEIFEL