

Employee Relations Committee Meeting Minutes

June 5, 2023, 5:30 PM

Newton City Hall - Council Chambers

101 W 4th St S

Newton, IA 50208

Meeting Items

I. Roll Call

The Employee Relations Committee of Newton, Iowa, met at 5:30 P.M. on the above date in the Council Chambers at 101 West 4th Street South. Present members: Dalton, Wade, George. Absent: None.

II. Review the Minutes of the May 15, 2023, Employee Relations Committee Meeting

Moved by George, seconded by Dalton to approve the minutes. AYES: Three. NAYS: None. Motion passed.

III. PD Admin Assistant from Range 2 to Range 3

1. Resolution approving pay range Increase for an administrative assistant within the Police Department

An Administrative Assistant I was hired in April of 2022 in pay range 2 with the potential to ascend to pay range 3 upon completion of training and probation. The employee has completed all of the required training for the position. Moved by Dalton, seconded by George. AYES: Three. NAYS: None. Motion passed.

IV. Adjourn

Moved by George, seconded by Dalton to adjourn the meeting at 5:34 P.M. Motion unanimously carried by voice vote.

Respectfully submitted by Katrina Davis, CMC, City Clerk