

Study Session
November 2, 2015
7:00 PM

A study session was held on November 2, 2015, at 7:00 PM by the Richmond City Council.

Council Members Present: Scott Snow, Karen Peters, Verlin Springer, Helen Feuerborn and Doug McIntosh.

Staff present: Marla Gadelman and Jake Strobel.

Guests Present: None.

ITEM OF DISCUSSION:

Review of Personnel Policies and Guidelines for the City of Richmond continued from October 19, 2015.

Proposed changes to the Personnel Policies and Guidelines include:

Delete Introduction and Forward; The Importance of Written Personnel and Policies and Guidelines; The Employer-Employee Relationship; Use of Model Personnel Policies and Guidelines; Procedure for Review and Modifications; Method of Adoption; and Special Comments, pages v through ix.

A discussion was held regarding PTO vs. vacation and sick time. PTO time could be used for any requested time off. Current vacation and sick time accrual rates would be combined to be used as PTO. Consensus of council is to change to PTO.

A doctor's note would be required for any employee absent for three consecutive or more days if not approved in advance.

The current holiday schedule will remain unchanged.

Comp time will no longer be given as required by the current handbook. All hours over 40 will be paid overtime at 1-1/2 times the hourly wage. Work days will be scheduled such as five (5) six hour days plus the weekend one week and five (5) eight hour days and no weekend the following week or some similar schedule to total 40 hours each week. The current pay period dates will be revised to begin on Sunday and end on Saturday (as the handbook currently reads but is not actually followed by the city). Actual pay days will need to be adjusted. Schedules may be adjusted if approved by the supervisor or mayor. Worked holidays will be paid 8 hours holiday pay plus 1-1/2 time hourly wage for hours actually worked.

Simple job descriptions are necessary. Actual job descriptions will be developed at a later time. A time limit for certifications will be included in the job descriptions.

Language following D-2(b) should be removed.

D-4(b) should be amended to end after "accrued benefits."

D-5(a) end after "regular rate of pay." D-5(b) removed. D-5(d) amend to "40 hours per scheduled work week". Delete all reference to police and fire department employees. D-5(f) should be removed. D-6 change comp time to "pay at time and a half." Delete last sentence in E-4(f).

C-1(b) to be changed to 40 hours per week.

E-1(a) end after 40 hours. Remove balance of paragraph.

E-2 amend last sentence to "Every employee is entitled to one, one hour lunch break per 8 hour day."

Vacation and sick leave will become PTO. Maximum number of hours will need to be amended.

Current employees will retain all vacation and sick leave which will be converted to Banked PTO. Current and newly hired employees after the effective date of the new handbook will accrue PTO time based on continuous number of years of service plus 8 hours. Banked PTO must be used before using any newly accrued hours.

Years of Continuous Employment	0 to 5	5 to 10	10 to 15	Over 15
Hours Earned Per Month	16	18	20	22
Maximum Hours Accumulated	192	216	240	264
Equivalent Work Days	24	27	30	33

E-4 and E-5 will be amended to PTO.

E-4(b) will be deleted.

All references in the handbook to sick leave and vacation will be changed to PTO.

E-12(d) and E-16 will be deleted.

E-10 will include "less any compensatory pay received by employee."

E-12(c) delete specific amount of time.

E-13, Delete reference to E-5(e) and E-11.

F-7(a) Part-time employee eligible for insurance as of the date he/she becomes a full time employee.

Article G to be deleted entirely.

Under K-3 drug testing was discussed. It was decided to leave K-3 unchanged.

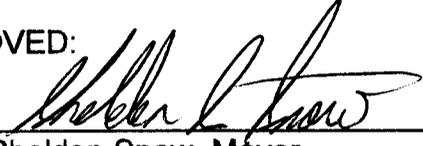
The City Clerk will prepare a draft of the handbook with the proposed changes and will notify council members when it is available for review.

No action was taken on any matters discussed. The adoption of a revised handbook will be put on a future agenda.

Time: 11:00 PM

APPROVED:

By:


Shelden Snow, Mayor

ATTEST:


Maria Gadelman, City Clerk