

**CITY OF KUNA**  
**City Council Workshop**  
**Minutes**  
**TUESDAY, MAY 19, 2015**  
**Kuna City Hall Council Chamber, 763 W. Avalon Street, Kuna, Idaho**

**5:30 P.M. CITY COUNCIL WORKSHOP – Personnel Manual**

1. Call to Order and Roll Call

**COUNCIL MEMBERS PRESENT:** Mayor W. Greg Nelson  
Council President Richard Cardoza  
Council Member Briana Buban-Vonder Haar  
Council Member Pat Jones  
Council Member Joe Stear

**CITY STAFF PRESENT:** Gordon Law, City Engineer  
John Marsh, City Treasurer  
Richard Roats, City Attorney  
Chris Engels, City Clerk  
Wendy Howell, Planning & Zoning Director  
Bobby Withrow, Parks Supervisor  
Bob Bachman, Fleet/Facilities Manager  
Dawn Stephens, Deputy City Clerk

City Attorney Richard Roats presented the revised manual to Council for input. Mr. Roats read Council Member Jones changes submitted prior to the meeting. Mayor Nelson, City Treasurer John Marsh and City Engineer Gordon Law as well as the other department heads, made previous suggestions that have already been incorporated into the manual being reviewed.

Mr. Roats presented the revised manual by individual chapter.

Chapter 1 – No Changes

Chapter 2 – No Changes

Chapter 3 – No Changes

Chapter 4 – Planner Tech Judith Brace asked if Medical Records should be kept separate from employee records in a locked cabinet. Council agreed.

Council President Richard Cardoza as for clarification of 4.2.1.FF of not engaging in political activities while on duty and this rule will not apply to elected officials. Council

President Cardoza asked if this should also apply to elected officials? Mr. Roats responded he would clarify that sentence in the personnel manual to avoid confusion.

Council discussed the Rules of Conduct for Tobacco use. It was determined that breaks for smoking will be at the supervisors discretion.

Chapter 5 – Council discussed Return to Work Drug Testing and 5.18 Self -Referral for Substance Abuse Assistance.

Chapter 6 – Council discussed use of private email accounts to conduct City business.

Chapter 7 Council discussed employee use of their private vehicle for City business and clarification of requirements regarding vehicle insurance.

Chapter 8 – No Changes

Chapter 9 – No Changes

Chapter 10 – No Changes

Chapter 11 – Council discussed employee overtime accrual, overtime compensation and usage of comp. time. Council also discussed employee payment for Jury Duty. Mr. Roats will clarify Maternity Leave to extend leave time to include any accrued sick leave and/or vacation time.

Council agreed to continue the personnel manual workshop on June 2, 2015 5:30 p.m.

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W. Greg Nelson, Mayor

ATTEST:

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Chris Engels, City Clerk

*Minutes prepared by Dawn Stephens*  
*Date Approved: CCM 06.02.2015*