

CITY OF KUNA

City Council Workshop Minutes Tuesday, June 2, 2015

Kuna City Hall Council Chamber, 763 W. Avalon Street, Kuna, Idaho

6:00 P.M. CITY COUNCIL WORKSHOP – Personnel Manual (continued from May 19, 2015)

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
Chris Engels, City Clerk
Wendy Howell, Planning & Zoning Director
Richard Roats, City Attorney
Bobby Withrow, Parks Supervisor
Troy Behunin, Senior Planner
Bob Bachman, Fleet/Facilities Manager

City Attorney Richard Roats explained to Council they would continue with Chapter 12.

Council Member Buban-Vonder Haar asked Council's input about a use or lose it situation where the excess balance of vacation time would be eliminated annually at the end of the year. She also supported a voluntary leave transfer program that would be limited to annual leave.

Mr. Roats explained that there had been discussions on leave transfers and can still be brought forward.

Council Member Jones added that he has 125% cap and would be willing to raise it above the annual accrual.

Mayor Nelson likes the idea of a 125% cap.

Council was agreed with Mayor Nelson and all were comfortable with a 125% cap.

Mayor Nelson stated that he had a note about directors receiving additional vacation time.

Mr. Roats replied there is no comp. time/overtime accrual for directors. The consideration would be that due to the fact that directors are first in line for calls after hours, should there be some compensation such as additional vacation time as a form of compensation for additional work time.

Council Member Jones said he was confused on the issue and thought that it was already included in the pay.

Mr. Roats explained that a true exempt supervisor does have extra hours built into their pay. Many times the work hours required of an exempt supervisor extend far beyond 40 hours per week, sometimes 50 or 60 hours per week so additional vacation time would be a form of additional compensation.

Council Member Jones thought if additional work hours are being spent on a consistent basis, the issue should be addressed through the directors pay rather than trying to figure out the vacation.

Mayor Nelson asked if all Council Members were comfortable with Council Member Jones's suggestion. Council was agreeable.

Council Member Jones is concerned about employee vacation time accrual and the quantity levels. He thinks it's too much too fast. He suggested the first 2 years should be 1 week for vacation time.

Mr. Roats explained this is the current policy and the policy can be changed. He would like to see the city stay competitive with other cities and their policies.

Council Member Buban-Vonder Haar would also be interested in what other city's pay for employee insurance.

Mayor Nelson requested other cities of comparative size be reviewed and the information be brought back to Council.

Council Reviewed the Employee Sick Leave policy.

Council Member Jones thought 12 days a year was excessive.

Council Member Buban-Vonder Haar thought it could be used in connection with FMLA or for an extended illness.

Mr. Roats explained that employees are coming to work sick and part of the policy should be to help that not occur.

Council Member Jones thought there could be a short term and long term bucket accrual by dividing the 12 sick days in half or obtain short term disability with a lesser amount of sick leave accrual. Employees consistently using all 12 days of sick leave each year is a performance issue.

Mr. Roats asked about doing away with vacation leave and instead consider it paid time off. Consider putting part of the sick leave time in a paid time off bucket and the remainder of the sick leave be banked as long term disability bucket.

Council Member Buban-Vonder Haar was concerned that a paid time off bucket could cause a larger expense to the city. She likes the option of using sick leave when someone retires, they can use some of the unused sick leave that has accrued. She also is hopeful that supervisors will use the option of performance review with a pattern of leave abuse and the employee has a specified consequence such as the requirement of bringing a doctor's note.

Mayor Nelson expressed that he wasn't aware of sick leave abuse by the employees and asked Mr. Marsh if there was much.

Mr. Marsh answered that there are a number of employees that have used large amounts of sick time that do not have an illness that would require that amount of sick time use.

Council Member Jones hopes to look at the changes for the future as well as the current city size.

Council Member Buban-Vonder Haar asked if there was a need to have a clause that after a certain number of days sick, a doctor's note will be required.

It is currently in the policy and will remain.

Mr. Roats pointed out section 12.3.4 was added so that a retiring employee could trade their sick leave at a 3 to 1 ratio for vacation time.

Council Member Buban-Vonder Haar preferred a 1 to 1 ratio.

Council Member Jones supported the ratio but would like to see a lesser rate of accrual on sick leave. He would like to see a minimum amount of service to qualify for the benefit of a 1 to 1 ratio.

Mr. Marsh added that early medical retirement should be considered also.

City Clerk Chris Engels asked what would happen to employees that have banks of vacation leave accrued at this time. Would the employee lose the amount of leave that would be considered an overage?

Council Member Buban-Vonder Haar responded her preference would be to implement usage of time overages in phases. Either use the overages within a determined amount of time or lose the time. Possibly cashing out a portion of the overage, then determining an amount of time to use the remaining balance.

Mr. Roats' thought was now that there is a number to work with, the 125%, he will sit down with Mr. Marsh and figure out the number of employees that would be considered

over and work on a method that would allow them to utilize the overages through a phase in period of some type.

Council Member Jones asked if he could get true numbers of what employees are receiving in uniforms and the expense.

Mr. Roats explained that some adjustments need to be considered due to job assignments.

Council Member Jones thinks some items such as hard hats should be stocked as well as safety glasses and if it is lost, the employee should replace it. He wants there to be a vested interest in taking care of items. An inventory of how many items are needed each year for uniforms would help with budgeting.

Mr. Roats will work on the matter with the department heads.

Council Member Buban-Vonder Haar had a note about section about 12.1.3 and feels the item should include conferences. She asked if the matter should just default to the guidelines by the IRS for per diem.

Council was agreeable.

Council Member Jones asked if holidays are counted towards overtime pay.

Mr. Marsh explained that most employees have to physically work 40 hours however for on call employees that are on call during a holiday week, the holiday is considered worked physically and the employee will accrue overtime.

Council Member Jones would like to discuss the issue further. He thinks there could be some double dipping.

City Engineer Gordon Law added that on call employees have to remain in a certain radius of the city. He asked Council to use caution because of employee's perception.

Council Member Jones is sorry that it seems harsh. He feels he needs to look at the on call pay situation from two points. To make sure the employees are taken care of so the city is competitive with other cities and to worry about the money the taxpayers have to pay to cover the employees.

Mr. Law invited Council Member Jones and the other Council members to visit with employees.

Council Member Jones said he was agreeable.

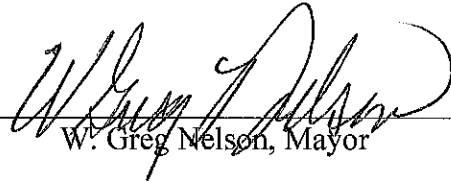
Mr. Law clarified Council Member Jones question as to why on call employees are compensated for 4 hours of time when it is their week to be on call. Mr. Law explained that it is proposed that during the on call time, employees will use their on call time earlier in the week to address the comp accrual.

Council Member Jones thought it will help when there is a tracking of the number of calls for the on call people and he will be able to further understand. He would like both sides be looked at a level of fairness with compromise.

Richard Roats asked for a continuance to July 7th at 5:30.

Meeting closed at 7:05 p.m.

Council Member Stear moved to table the personnel manual workshop until July 7, 2015, 5:30 – 7:00 p.m. Seconded by Council Member Buban-Vonder Haar, all voting aye. Motion carried 4-0.



W. Greg Nelson, Mayor

ATTEST:



Chris Engels, City Clerk

*Minutes prepared by Dawn Stephens
Date Approved: CCM 06.16.2015*

