Twin Falls City Council
Agenda

Monday, October 29, 2018, 5:00 PM

City Council Chambers
203 Main Avenue East- Twin Falls, Idaho

Members: Shawn Barigar, Suzanne Hawkins, Nikki Boyd, Chris Talkington, Gregory Lanting, Christopher Reid, Ruth Pierce

1) CALL MEETING TO ORDER/CONFIRMATION OF QUORUM
2) PLEDGE OF ALLEGIANCE
3) PROCLAMATIONS: None
4) GENERAL PUBLIC INPUT
5) CONSENT CALENDAR
   a) **ACTION ITEM:** Request to approve the Accounts Payable for October 18 thru 24, 2018.
      By: Amy Luna, Finance Administrative Assistant
   b) **ACTION ITEM:** Request to approve the October 22, 2018, City Council Minutes.
      By: Amy Luna, Finance Administrative Assistant
   c) **ACTION ITEM:** Request to approve the October 22, 2018 Special City Council Minutes.
      By: Amy Luna, Finance Administrative Assistant
6) ITEMS OF CONSIDERATION
   a) **PRESENTATION:** Recognition of Kortnie Kent's ICC Certifications.
      By: Jarrod Bordi, Building Official
   b) **PRESENTATION:** Presentation by Rick Thompson on potential improvements to Shoshone Falls/Dierkes Lake.
      By: Rick Thompson, Citizen
   c) **INFORMATIONAL:** Update on the current state of the recycling program and market.
      By: Bill Baxter, Utility Services Supervisor/Finance Accountant
   d) **ACTION ITEM:** Repeal of Employee Resolution No. 1897 and authorization to implement an Employee Handbook
      By: Gretchen Scott, Director of Human Resources
7) GENERAL INPUT/ADVISORY BOARD REPORT/ANNOUNCEMENTS
8) PUBLIC HEARINGS

Date: Monday, October 29, 2018

To: Honorable Mayor and City Council

From: Gretchen Scott, Director of Human Resources

ACTION ITEM

Request:

ACTION ITEM: Repeal of Employee Resolution No. 1897 and authorization to implement an Employee Handbook

Time Estimate:

Approximately 15 minutes to review the information and respond to any questions

Background:

Handbooks, Policy Manuals or in our case the Employee Resolution are all written with the same intent; they are an essential tool for employers to outline the policies for employment practices in the workplace. These established policies govern the employment relationship, thereby limiting the possibility of unintended application of laws or other policies in a manner that could harm the interests of both the employer and the employee.

They provide consistency in the administration of personnel functions as employees and supervisors change from year to year. A handbook serves as a resource where employees can receive clarification of the nature of benefits and responsibilities as part of a public organization. It ensures good communication and conveys intent when supervisors and employees are working to understand the policy.

ICRMP recommends that cities authorize the creation of a handbook which coordinates with department policies, is easy to edit and identifies procedural steps to change contents as well as who is authorized to make changes.

Twin Falls has adopted a personnel policy by resolution and has done so for many, many, years. As a result format changes have been difficult to make and the document isn't current in many places. As an example; the resolution does not include a Workplace Violence policy or how to report a threat, it does not describe a Workplace Safety program, and it references policies which we have worked with employees to change significantly such as Certification Pay. We also have policies which have been distributed by either written memos or more recently email but never included in the employee resolution, such as a 1991 memo from former City Manager Tom Courtney outlining the policy for exempt leave and time tracking or an email from Travis authorizing Twin Falls Public Library access for city employees.

In August I held employee meetings to share why we were proposing this change and to encourage employee participation in the discussion. In addition, Travis, Brian, and Mitch have been conducting their annual department meetings and have also been talking to smaller groups about this topic. On September 21st I sent an e-mail to all employees sharing that I would be coming to the city council

tonight asking that you consider this change. Overall, we believe there to be strong employee understanding of why we are proposing this change and support for the direction.

Approval Process:

A majority vote of the City Council

Budget Impact:

N/A

Regulatory Impact:

None

History:

N/A

Analysis:

N/A

Conclusion:

Providing an employee handbook that is current and comprehensive is a vital part of communicating with our employees. We have neglected to update and keep relevant a document which should be used frequently by all city employees to answer simple employment questions and find information for benefits, rights, and responsibilities. By authorizing a handbook and moving away from adoption by resolution we will be able to maintain a document that provides critical information for everyone. I would request that the council move to repeal Employee Resolution NO. 1897 and approve the resolution presented.

Attachments:

1. City of Twin Falls Employee Resolution, Track Changes
2. Twin Falls Employee Handbook OCT 29 2018
3. RESOLUTION NO 2018-012 Repeal of NO 1897

Each part-time employee of the City shall earn vacation at a rate equivalent to his/her average workday. Part-time employees shall not receive benefit of incremental increases in vacation earning rates based on sick leave accrual. Temporary employees shall not be entitled to vacation benefits.

A new employee who is entitled to vacation benefits shall start to accrue vacation hours on the first day of the pay period in which he/she works more than 40 hours/ 3 shifts for police or fire.

Vacation may not be taken in advance of period earned. No employee is entitled to use vacation until completion of the sixth month of employment unless otherwise approved by the department head for emergency or other unusual conditions.

Regular days off shall not be computed as full working days when falling within any continuous vacation period. If an employee is eligible for the holiday benefit, holidays falling within the vacation period will not be counted as part of the vacation.

The maximum accrual of vacation shall be 160 hours, or as otherwise noted in tables 1-3 above. Vacation accruals in excess of the maximums specified above shall be converted to accumulated sick leave subject to the maximum accumulation provision. Once the maximum accumulation of sick leave is achieved, vacation balances in excess of the maximum shall expire. Emergency personnel, excluding dispatchers, regularly assigned holiday duty may accrue vacation to a total of 24 days. Each employee's vacation accrual record shall be reviewed for compliance with this section as of his/her anniversary date. The conversion date may be extended by the City Manager when work requirements do not allow vacation to be used prior to the employee's anniversary date.

Employees may utilize their accrued annual leave on the basis of approval by their department head subject to the right of the department head to plan the work under his or her control and to authorize absences only at such time as the employee can best be spared. Vacation leave shall be charged against the employee's accrual bank based on the hours of vacation used during the pay period.

Employees may elect to use a portion of their accrued vacation hours for payment or to purchase additional hours of sick leave. To be eligible for the vacation sell-back program, certain restrictions apply. They include:

- Must be an employee of the City for a minimum of one (1) year.
- Must have two weeks (80 hours general employees/84 hours sworn officers/144 hours fire personnel) of accrued vacation at the time of the request.
- Must have taken a minimum of 2 weeks (80 hours general employees/84 hours sworn officers/144 hours fire personnel) vacation in the preceding 12 month period.
- Vacation hours may only be sold once during any fiscal year.
- The maximum number of hours an employee can sell is 40 general employees/42 hours

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- Vacation hours may only be sold once during any fiscal year.
- The maximum number of hours an employee can sell is 40 general employees/42 hours sworn officers/72 hours fire personnel.
- When leaving the services of the City, an employee shall be compensated at his/her current hourly wage for any accrued vacation balance.

RESOLUTION NO. 2018-012

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TWIN FALLS, IDAHO, REPEALING EMPLOYEE RESOLUTION NO. 1897, AND AUTHORIZING THE CITY MANAGER TO IMPLEMENT AN EMPLOYEE HANDBOOK.

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF TWIN FALLS, IDAHO:

Section 1: That Resolution No. 1897, providing for general terms and conditions of employment for employees of the City of Twin Falls, is hereby repealed.

Section 2: That the City Manager is authorized to implement an employee handbook providing for terms and conditions of employment for employees of the City of Twin Falls.

PASSED BY THE CITY COUNCIL October 29, 2018.
SIGNED BY THE MAYOR October 29, 2018.

_____
MAYOR

ATTEST:

_____
DEPUTY CITY CLERK