



Department Source: Human Resources

To: City Council

From: City Manager & Staff

Council Meeting Date: September 5, 2017

Re: Amending Chapter 19, Personnel Policies, to revise specific policy and benefit provisions.

Executive Summary

Amendments to Chapter 19, Personnel Policies, are outlined for FY 2018. Proposed changes are a result of discussions during the meet and confer process with recognized labor groups, best practice and compliance reviews, and benefit funding requirements. Changes proposed for benefit funding, meal allowance increases and standby pay increases are included in the proposed FY 2018 budget.

Discussion

Proposed changes include:

19-4 Definitions:

Complaints. Expanded definition of complaint to include an avenue for collective bargaining groups to dispute application of collective bargaining agreement provisions.

Disciplinary review. New definition for process to review discipline other than suspension without pay, dismissal or disciplinary demotion.

Grievance. Revised to limit the grievance process to suspensions without pay, dismissal or disciplinary demotion.

Personnel procedures. New definition to define the areas covered as personnel procedures for City employment.

Unclassified service. Add Geospatial Manager and IT Manager to the unclassified service. Both are division manager classifications in the IT Department, as is the PMO Manager. This places all IT division managers in the same status. Also add Cultural Affairs Manager classification to the unclassified service.

19-25, Employee relations: Amends process and time frames for the collective bargaining process, including a provision for mediation at impasse.

19-26, Reserved management rights: Removes provision that prohibits including negotiated management rights in collective bargaining and work agreements.



City of Columbia

701 East Broadway, Columbia, Missouri 65201

19-97, Standby/on-call provisions: Increases standby duty pay from \$13 to \$15 on normal working days, from \$16 to \$20 on scheduled days off, and from \$13 to \$15 additional pay on recognized city holidays. These rates have not increased since April 15, 1999.

19-100, Meal allowance; job site meal compensation: Increases meal allowance from \$13 to \$14 per worked day for fire department 56-hour employees, and from \$8.66 to \$9.33 per worked day for airport safety officers on 16 hour schedules. Meal reimbursement for overtime eligible employees required to work two hours past a regular shift without time off for meals changes from a reimbursement with a maximum of \$10 per meal to an allowance of \$11 per eligible meal. These allowances have not increased since September 18, 2006.

19-110, General benefits:

a. Employee health care plan. Updates City monthly contribution rates for employee-only and dependent coverage under the medical and dental insurance plans. The medical increases cover the City's shared portion of the budget increases in the Employee Benefit Fund to cover expected medical and prescription drug costs for plan year 2018. The medical contribution per employee increases from \$448.87 per month per employee to \$480.29 per month. Medical contributions for dependent coverage categories also increase:

Employee + Spouse increases from \$545.31 to \$576.73 per month

Employee + Child(ren) increases from \$512.82 to \$544.24 per month

Employee + Family increases from \$681.43 to \$712.85 per month

The City's monthly contribution for employee-only coverage under the fully insured dental plan decreases from \$31.63 per employee per month to \$30.20 per month.

19-182, Complaint procedures: Changed to make clear this section applies only to complaints of alleged discrimination.

19-211, Separation because of curtailment of work: Clarifies the process for conducting layoffs.

Division 6, Corrective performance improvement, disciplinary actions and Division 7, Grievances, complaints and appeals: Changes made based on feedback from labor groups and department directors. Revisions were made to streamline and clarify processes for grievances and complaints and make the processes more efficient and fair. In an effort to resolve appeals at the lowest level, a mediation step has been added as an option.

Fiscal Impact

Short-Term Impact: The FY 2018 budget includes funding for City medical contributions, and changes to meal allowance amounts and standby pay rates.

Long-Term Impact: Annual review and calculation.



Strategic & Comprehensive Plan Impacts

Strategic Plan Impacts:

Primary Impact: Operational Excellence, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Legislative History

Date	Action
Annual review process.	Chapter 19 provisions are reviewed annually as part of the budget preparation cycle and the meet and confer process.

Suggested Council Action

Adopt the proposed ordinance.