



Department Source: Human Resources

To: City Council

From: City Manager & Staff

Council Meeting Date: September 4, 2018

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 2019. Proposed changes are a result of discussions during the meet and confer process with recognized labor groups, compliance with state law, City Human Rights Commission ordinance changes, and benefit funding requirements. Changes proposed for benefit funding, overtime pay provisions, and adding an official holiday are included in the proposed FY 2019 budget.

## Discussion

Proposed changes include:

### **19-4, Definitions**

Pay status definition is amended to clarify that pay status includes on-duty or authorized leave hours only.

Protected category definition is added. All Chapter 19 protections and section 12-32 protections are combined into one definition for alignment.

Unclassified service is amended to add the Senior Accountant classification.

### **19-25, Employee relations**

HB 1413 changes the labor relations process in Chapter 105 RSMo for public employee unions, effective August 28, 2018. The changes do not apply to public safety unions.

To comply with the changes, a new section 19-25.1 is added to address the new law's application to employees other than public safety employees. The full text of the legislation is at <https://house.mo.gov/billtracking/bills181/hlrbillspdf/4637S.14T.pdf>. On August 28, 2018 the revised statute provisions can be found at

<https://labor.mo.gov/laws> under Public Bodies and Unions, (RSMo 105.500-105.530).

### **19-95, Mutual aid emergency pay and restoration of services**

Subsection (b), restoration of services, is deleted. This provision is no longer required with the changes to Section 19-96 regarding hours counted toward overtime eligibility.

### **19-96, Overtime**

Changes are made in the overtime provisions to include all hours in pay status (regular hours, vacation, sick, holiday, floating holiday, and compensatory time) as hours worked for calculation of overtime eligibility for non-exempt employees.



## **19-110, General Benefits**

Subsection (a) is amended to reflect the 3.3% increase to the employer contributions toward the cost of medical employee health care plan coverage.

## **19-121, Holidays**

One designated paid holiday, the day after Thanksgiving, is added for permanent employees. The addition brings the number of paid holidays up to eight per year.

## **19-159, Filling of positions, 19-176, General policy, 19-181, General provisions, 19-225, Guidelines for corrective action, and 19-237, Grievances, complaints and disciplinary reviews**

These sections are all amended to include appropriate language to reflect the new “protected category” definition in section 19-4. All Chapter 19 protections and section 12-32 protections are combined into one definition for alignment.

## **19-238, Procedures for grievances, disciplinary review and complaints**

The amendments to this section made September 18, 2017 in Ord. No. 23324 included a drafting error that the City wants to correct. The amendment to sections 19-238(f)(1) and (f)(2) inadvertently included references to Ord. 19-211, which is the section that addresses separation because of curtailment of work, i.e. layoffs. This error has been discussed with all employee bargaining units and all have agreed that this change is appropriate to correct the error.

Additionally, a new section (j) is added to establish a procedure to provide notices to any former employee grieving a dismissal. Notice may be provided by mail if the grievant fails to pick up a notice in person.

### Fiscal Impact

Short-Term Impact: The FY 2019 budget includes funding for City medical contributions and adding an official city holiday. No additional funding is provided for department overtime budgets.

Long-Term Impact: Annual review and calculation.

### Strategic & Comprehensive Plan Impact

#### [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



# City of Columbia

701 East Broadway, Columbia, Missouri 65201

## Legislative History

Date	Action
Annual review process.  9/18/17	Chapter 19 provisions are reviewed annually as part of the budget preparation cycle and the meet and confer process.  B275-17, Ord. No. 23324, specifically regarding change to section 19-238 for FY 2018 that requires correction with this legislation.

## Suggested Council Action

Approve the proposed ordinance.