



Department Source: Human Resources

To: City Council

From: City Manager & Staff

Council Meeting Date: September 3, 2019

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

Executive Summary

Amendments to Chapter 19, Personnel Policies, are outlined for FY 2020. Proposed changes include the results of discussions during the collective bargaining process with recognized employee labor groups, benefit cost changes, and employee eligibility for various allowances/reimbursements.

Discussion

Proposed changes include:

19-4, Definitions

“Unclassified service” is amended to remove 17 classifications from the unclassified service. The change limits unclassified positions to department and assistant/deputy department heads, City Manager’s Office staff, attorneys, and municipal/deputy court administrators.

19-25, Employee relations, and 19-25.1, Employees other than public safety employees

Amendments in both sections change the term “meet and confer” to “collective bargaining”; establish a comment process for recognized employee groups to communicate with city council; set December 15 as the specific annual date for employee groups to submit a summary of goals and objectives for collective bargaining in the upcoming fiscal year process; establish June 21 as the goal date to conclude negotiations, rather than as a hard deadline; and requiring the city manager to attend mediation sessions. These changes were part of this year’s collective bargaining process with the Columbia Police Officers Association and IAFF Local 1055 and discussions with LiUNA Local 773.

19-87, Performance pay increases

Amended to match language and time frames in the current process used for performance evaluation at the city, and to clearly define performance pay eligibility in anticipation of including the performance pay element of the city compensation philosophy to employee pay proposals in future years.

19-96, Overtime

Amends the work period for fire department shift employees, effective February 20, 2020, from a 27 day work period to an 18 day work period for FLSA purposes. The amendment is made to accommodate a change to the current schedule (1 on/1 off/ 1 on/1 off/1 on/4 off) to a 48/96 schedule (2 on/4 off). This schedule change is limited



to two years. The proposed collective bargaining agreement with IAFF Local 1055 (effective September 22, 2019 if approved by city council) calls for a maximum two year trial period for this schedule change. Council action is required to extend or adopt the 48/96 schedule change permanently.

19-99, Temporary assignment pay and educational incentives

Establishes two educational pay incentives:

- 1) Designated employees in the Public Works Department, Street Division, with a Commercial Driver's License and a Hazardous Materials Endorsement - \$0.50/hour increase above the employee's base pay rate (this provision is included in the proposed work ordinance with LiUNA Local 773, effective September 22, 2019 if approved by city council); and
- 2) CDL Operator employees in the City Utilities Department assigned to the Water Distribution Division with a Water Distribution System Operator III Certification - \$0.75/hour increase above the employee's base pay rate.

19-102, Severance pay

Eliminates a provision granting unclassified employees automatic separation pay of one month's salary when those employees leave city service. Allows unclassified employees to receive up to three month's salary at separation at the city manager's discretion.

19-106, Cost reimbursement

Increases the annual maximum for tuition reimbursement from \$1,200 to \$2,500 per year (current federal IRS ceiling for this benefit is \$5,250 per year). Sixty-one percent of employers offer tuition assistance as a benefit. Employee learning and development is directly tied to employee engagement.

19-110, General benefits

Increases the city contribution for employee-only dental coverage from \$30.20 per month to \$32.62 per month. The increase covers the 8% dental premium rate increase under the fully insured dental insurance product.

19-113, Reimbursement for use of personal vehicles

Amends the vehicle allowance provisions to add criteria for an eligibility evaluation department directors must use to determine the need for paying a vehicle allowance to an employee, and an annual review/reauthorization requirement.

19-114, Cell phone allowance

Adds the current city cellular telephone allowance policy to Chapter 19 as an authorized allowance under the ordinance.

19-130, Sick leave

Amends subsection (p)(2), sick leave buy back. The Columbia Police Officers Association (CPOA) negotiated a lower rate of payment for sick leave hours under this



program. Employees in classifications represented by CPOA will receive 25% of their hourly rate for payment under the sick leave buyback program.

19-194, Report

Amends language to tie to the changes made for performance pay in Section 19-87.

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

Amends language to more tightly define response time requirements in the disciplinary review process, and allow for an automatic 10 day extension to file a complaint, grievance or disciplinary review if requested before the required deadline.

Fiscal Impact

Short-Term Impact: All costs associated with implementation of the changes have been included in the FY 2020 Budget.

Long-Term Impact: Annual review and calculation based on changes.

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

Legislative History

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

Suggested Council Action

Approve the proposed ordinance.