

Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B 209-23

AN ORDINANCE

amending Chapter 19 of the City Code as it relates to personnel policies, procedures, rules and regulations; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. Chapter 19 of the Code of Ordinances of the City of Columbia, Missouri, is hereby amended as follows:

Material to be deleted in ~~strikeout~~; material to be added underlined.

Sec. 19-4. Definitions.

As used in this chapter, the following terms shall have the meanings indicated in this section:

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Unclassified service. The following offices and positions are in the unclassified service: All department heads; all assistant department heads; deputy city manager; assistant city manager; deputy city counselor; prosecutor; assistant city counselor; internal auditor; sustainability manager; assistant fire chief; deputy fire chief; assistant police chief; deputy city clerk; city management fellowship; trust administrator; cultural affairs manager; municipal court administrator; deputy court administrator; engagement and public communications manager ~~information officer~~; ~~community relations~~ customer service manager; diversity, equity and inclusion administrator ~~officer~~; ~~communications and creative services~~ and marketing manager; assistant to the city manager; assistant to the police chief; constituent services and legislative affairs administrator; engagement coordinator.

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Sec. 19-97. Standby/on-call provisions.

(a) A department head or duly authorized supervisor shall prepare a roster of permanent employees assigned to standby duty. Employees shall receive, insofar as possible, a month's notice, and assignments shall be posted on accessible bulletin boards.

Emergency employees such as police and fire may be excluded from this provision pursuant to departmental rules and regulations.

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(d) Standby duty normally shall be one (1) week in duration, rotated among qualified employees. An employee shall be removed from standby duty if deemed incapable due to illness, or other sanctioned, cleared emergency as determined by the duly authorized supervisor; and remunerated on a daily basis. A permanent employee must have been in pay status during the normal working day in order to be eligible for the daily ~~fifteen dollars (\$15.00)~~ twenty dollars (\$20.00) standby remuneration, except on weekends or normally scheduled days off. If an employee requests sick leave during a part or whole day standby duty is assigned, it shall be up to the supervisor to determine whether or not the employee should be allowed to remain on standby, taking into account all circumstances pertinent to the matter.

(e) Employees designated by the city manager or department head may be provided with beepers or cellular telephones so that they may be reached in the event of an emergency. Unless such employees are specifically told that they are in on-call status or are instructed as set out in subsection (b) above they are not on standby or on-call status and are not entitled to additional compensation.

(f) A permanent employee on standby shall receive standby compensation of ~~fifteen dollars (\$15.00)~~ twenty dollars (\$20.00) per day except that an employee on standby during the permanent employee's scheduled day off shall receive standby compensation of ~~twenty dollars (\$20.00)~~ twenty-five (\$25.00) per day. A permanent employee on standby during a recognized city holiday shall receive an additional ~~fifteen dollars (\$15.00)~~ twenty dollars (\$20.00) for being on standby on such a day.

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Sec. 19-99. Temporary assignment pay and educational incentives.

(a) *Temporary assignment pay.* Employees in the following temporary assignments are eligible for assignment pay or reimbursement as follows:

...

(b) *Educational incentives.* All educational incentives that affect employee pay shall be approved in advance by the City manager and director. The following have been approved:

- (1) The fire chief, contingent upon appropriate budgetary allocations, may pay fire department emergency service employees two and one-half (2.5) percent above the employee's present base rate of pay as long as the employee is a certified paramedic meeting all the requirements of the fire chief.

- (2) The Public Works Director, contingent upon appropriate budgetary allocations, may pay designated permanent classified employees assigned to the Street Division an additional fifty cents (\$0.50) per hour above the employee's base rate as long as the employee has a Commercial Driver's License and a Hazardous Materials Endorsement.
- (3) The City Utilities Director, contingent upon appropriate budgetary allocations, may pay permanent employees in the Water Distribution Operator I-GDL Operator classification, assigned to Water Distribution, an additional seventy-five cents (\$0.75) per hour above the employee's base rate as long as the employee has a Water Distribution System Operator III Certification.

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Sec. 19-101. Shift differential.

~~Beginning with the pay period on August 17, 2014, all~~ All overtime eligible city employees, except temporary employees and employees on twenty-four-hour service shifts, shall be paid a shift differential for all hours worked between 6:00 p.m. and 6:00 a.m. of one dollar (\$1.00) ~~seventy-five cents (\$0.75)~~ per hour.

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Sec. 19-121. Holidays.

Following local and national custom in order to allow city employees to celebrate certain holidays by having a day off work without loss of pay, the following provisions shall apply:

- (a) Permanent employees shall be entitled to the following designated paid holidays:
 - (1) New Year's Day, January 1;
 - (2) Memorial Day, the last Monday in May;
 - (3) Independence Day, July 4;
 - (4) Labor Day, the first Monday in September;
 - (5) Thanksgiving Day, the fourth Thursday in November;
 - (6) Christmas Day, December 25.

(b) Permanent employees shall be entitled to the following paid holidays:

- (1) Martin Luther King, Jr., on the third Monday in January;
- (2) Juneteenth, June 19;
- (3) The day after Thanksgiving;
- (4) Veterans Day, November 11.

Rather than time off, fire department shift employees shall receive additional compensation in the amount of eleven and one-quarter (11.25) hours at their regular pay for these ~~three (3)~~ four (4) days. Permanent part-time employees shall receive holiday pay on a prorated basis. All other permanent employees shall receive time off or their regular compensation in accordance with the terms of this section.

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Sec. 19-129. Vacation leave.

(a) Vacation shall be earned and accumulated by pay periods and granted on the last day of each pay period in hourly amounts accrued according to the following charts:

General Employees		
Length of Service (Years)	Pay Period Accrual (hours)	Maximum Balance (hours)
0—4	3.08 <u>3.38</u>	160 <u>176</u>
5—9	3.85 <u>4.15</u>	200 <u>216</u>
10—14	4.62 <u>4.92</u>	240 <u>256</u>
15—19	5.38 <u>5.69</u>	280 <u>296</u>
20+	6.15 <u>6.46</u>	320 <u>336</u>

Fire Department 56-Hour Employees		
Length of Service (Years)	Pay Period Accrual (hours)	Maximum Balance (hours)
0—4	5.54	288
5—9	5.54 plus 28 hours pay	288
10—14	5.54 plus 56 hours pay	288
15—19	5.54 plus 84 hours pay	288
20+	5.54 plus 112 hours pay	288

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Sec. 19-130. Sick leave.

(a) Sick leave shall be earned and accumulated by pay periods and granted on the last day of each pay period in hourly amounts accrued according to the following chart:

...

- (b) Sick leave shall be granted to an employee for the following:
- (1) Inability to perform duties because of personal sickness, injury, city job-related disability or exposure to contagious disease that could be transmitted to others on the job.
 - (2) Necessary medical, dental and optical examination and treatment, and counseling for the employee and immediate family. "Immediate family" as used in this section means the employee's spouse, child, mother, father, or other relative or member of the immediate household permanently residing under the same roof. Sick leave granted for such purposes shall not exceed the actual time necessary for examination or treatment and reasonable travel time as determined by the department head.
 - (3) Illness in the employee's immediate family if no one else is available to care for the individual involved.
 - (4) Illness in the employee's immediate family requiring in-patient care when all of the employee's eligible accruals have been exhausted such as vacation, floating holiday, compensatory time, etc.
 - (5) Birth or adoption of a child by an employee, an employee's spouse or an employee's domestic partner. Generally, the employee will be allowed up to two hundred forty (240) hours of sick leave for this purpose.
 - (6) Attending the funeral of the employee's spouse, domestic partner, child, parent, step-parent, sibling, grandparent, grandchild, aunt or uncle, immediate in-laws, parents or step-parents, or member of the immediate household who has permanently resided under the same roof; or for providing pallbearer services (except for hire or as a public service) if the employee had such services verified and approved by the department head or duly authorized supervisor before the scheduled funeral. ~~Note: Travel time for pallbearer activities shall not be granted from sick leave accruals. Generally, the~~ The employee will be allowed up to twenty-four (24) hours of sick leave per funeral. The department director has authority to grant up to a maximum of forty-eight (48) hours of sick leave per funeral when circumstances warrant leave beyond twenty-four (24) hours. Determination of eligibility and amount of ~~for~~ sick leave use to attend a funeral shall be made

by the department head or duly authorized supervisor, exercising reasonable discretion.

- (7) Extreme, extenuating circumstances which threaten the health or welfare of the immediate family such as: household fire or automobile accident. Sick leave may not be used for transportation problems, home repairs, babysitting problems, or similar reasons. Determination of eligibility for sick leave use shall be made by the department head or duly authorized supervisor, exercising reasonable discretion. Additional time, if needed and approved, may be allowed from eligible accruals, or pursuant to leave of absence without pay provisions if all eligible accruals are exhausted.

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SECTION 2. Chapter 19 of the Code of Ordinances of the City of Columbia, Missouri, is hereby amended as follows:

Material to be deleted in ~~strikeout~~; material to be added underlined.

Sec. 19-110. General benefits.

(a) Employee health care plan. The city shall pay into the employee benefit fund ~~five hundred forty-two dollars and fifty-one cents (\$542.51)~~ six hundred eight dollars and fifty-one cents (\$608.51) per month for the cost of medical employee health care plan coverage, and thirty-three dollars and sixty cents (\$33.60) per month for the cost of employee dental plan coverage, for each eligible permanent employee and each eligible employee otherwise required to be covered by the city who participates in the plan. The city shall pay a portion of dependent care coverage for those eligible permanent employees who elect to purchase dependent health plan coverage under the city plan, subject to the following maximum amounts:

Employee + Spouse	\$777.78 <u>642.32</u>
Employee + Child(ren).....	719.07 <u>608.69</u>
Employee + Family	976.24 <u>783.24</u>

These payments by the city shall begin when the employee becomes an eligible employee under the health care plan and end at the date of the employee's termination of employment with the city. Employees choosing not to participate in the health care plan or dental plan or both shall not be entitled to receive the amount the city would have contributed toward the cost of such employees' health care plan and dental plan coverage.

The city shall contribute one hundred twenty-five dollars (\$125.00) per month to the health savings account of each eligible employee with single coverage under the city's high deductible health plan and two hundred fifty dollars (\$250.00) per month to the health savings account of each eligible employee with single plus spouse, single plus children or full family coverage under the city's high deductible health plan.

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SECTION 3. Section 1 of this ordinance shall be effective as of October 1, 2023 and Section 2 of this ordinance shall be effective as of January 1, 2024.

PASSED this _____ day of _____, 2023.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor