

**GRANDVIEW CITY COUNCIL
STUDY SESSION MINUTES
FEBRUARY 4, 2008**

1. CALL TO ORDER

Mayor Norm Childress called the study session to order at 6:15 p.m. in the Council Chambers at City Hall.

Present were: Mayor Norm Childress and Councilmembers Mike Bren, Jan McDonald, Bill Moore, Jesse Palacios and Joan Souders. Councilmembers Pam Horner and Robert Morales were absent.

Staff present were: City Administrator Scott Staples and City Clerk Anita Palacios.

2. REVISED PERSONNEL POLICY MANUAL

City Administrator Staples presented the revised Personnel Policy Manual. He noted that the City's existing policy was approximately 10 years old. He explained that the revised manual had been reviewed by the management team. In addition, the revised manual was submitted to the Washington Cities Insurance Authority for review by their risk management department and a personnel attorney. He provided a brief summary of the revisions that were incorporated in the manual as follows:

- Section 3.10 Employees Required to Work on Holidays (new policy)
- Section 3.11 Alternative Work Schedules (consistent with union agreements)
- Section 4.09 Employment of Relatives (clarified existing policy with state law)
- Section 7.08 Dual Medical Insurance Incentive Program (new policy)
- Section 8.06 Vacation Cash-Out and Required Vacation (consistent with union agreements)
- Chapter 12 Shared Leave Policy (new policy)
- Chapter 17 Employee Training, Development and Educational Programs (consistent with union agreements)
- Chapter 22 No Smoking Policy (codified existing administrative memorandum)
- Chapter 24 Vehicle Use Policy (codified existing administrative memorandum)
- Chapter 25 Electronic Mail & Internet Use Policy (new policy)
- Chapter 26 Cellular Telephone Use Policy (new policy)

A majority of the discussion focused on concerns with the dual medical insurance incentive program. City Clerk Palacios explained that the voluntary program would allow employees to remove dual covered dependents from the City's health insurance coverage which would result in a cost savings to the City. In turn, the cost savings would be shared 50/50 with the employee. Council requested clarification as to whether or not employees were required to enroll their dependents under the City's health insurance plans if the dependents were enrolled under another group insurance plan. Staff was instructed to clarify enrollment requirements with the plan administrator.

Further review of the revised Personnel Policy Manual would be scheduled at a future study session.

3. ADJOURNMENT

The study session adjourned at 7:00 p.m.

Mayor Norm Childress

Anita Palacios, City Clerk