

**GRANDVIEW CITY COUNCIL
STUDY SESSION MINUTES
APRIL 7, 2008**

1. CALL TO ORDER

Mayor Norm Childress called the study session to order at 6:00 p.m. in the Council Chambers at City Hall.

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

Staff present were: City Administrator Scott Staples, City Attorney Jack Maxwell and City Clerk Anita Palacios

2. REVISED PERSONNEL POLICY MANUAL

City Administrator Staples explained that as a follow-up to the February 4, 2008 study session, Mayor Childress and he met to review the proposed Personnel Policy Manual and prepare a more detailed review of the document. As stated earlier, the entire document has not been comprehensively reviewed in quite some time. One of the goals was to place in one document all the personnel policies that were recommended by AWC, WCIA and/or labor counsel to make certain that the Personnel Policy Manual was current and reflects modern public personnel management policies.

Introduction

This was new, and was intended to explain the purpose of a Personnel Policy Manual and to clarify that the provisions of the manual apply to all employees except where an applicable collective bargaining agreement conflicts. In that case, the collective bargaining agreement takes precedence. It also communicates the “at-will” nature of all positions, subject to the processes otherwise outlined.

Chapter 1 – General

- 1.02 – Diversity Policy

This was a new policy, but was commonly recommended and reflected current practice.

- 1.04 – Authority of the Mayor

This section was consistent with the current city code and current personnel policy. It clarified that the City Administrator acts on behalf of the Mayor, following the appropriate consultation/ approval.

Chapter 2 – Classification Plan

This was consistent with the current policy, but added more detail in terms of the process to be followed to assure consistency among the city departments.

Chapter 3 – Hours of Work

These policies were consistent with the current personnel policy, but placed them in one chapter. It also added Section 3.11 outlining the process for alternative work schedules.

Chapter 4 – Employment

This was consistent with the current policy. Chapter 4.09 regarding Employment of Relatives has been modified and expanded per the recommendation of WCIA legal counsel.

Chapter 5 – Termination of Employment

This was consistent with current policy and added process clarification for resignation and lay offs.

Chapter 6 – Trial Service Period

This was consistent with current policy, but added process clarification and explanations.

Chapter 7 – Sick Leave

This was consistent with current policy, but added process clarification. Section 7.07 spelled out the current benefits that were referenced in GMC 2.60.050. Section 7.08 was new and was designed to be an incentive to eliminate dual medical insurance coverage.

Chapter 8 – Vacation Leave

This was consistent with current policy. Section 8.06 regarding vacation cash-out has been increased from 40 to 80 hours to be consistent with the union contracts for uniformed police and police support staff.

Chapter 9 – Longevity Pay

Chapter 10 – Other Leaves of Absence

Chapter 11 – Family and Medical Leave Policy

These were consistent with current policy.

Chapter 12 – Shared Leave Policy

This was a new policy that created a mechanism for employees to voluntarily assist other employees in cases of medical emergency.

Chapter 13 – Work-Related Travel

Chapter 14 – Grievance Procedure

Chapter 15 – Discipline

Chapter 16 – Records, Reports and Notices

These were consistent with current policy, but added language for clarification purposes.

Chapter 17 – Substance Abuse and Physical Examination Policies

Chapter 18 – Employee Ethics, Standards of Conduct and Personal Activities

Chapter 20 – Anti-Harassment Policy

These were consistent with current policy, but added language for clarification purposes.

Chapter 19 – Workplace Violence Prevention

This was a new policy as recommended by WCIA.

Chapter 21 – No Smoking Policy

This was previously issued as an Administrative Policy.

Chapter 22 – Whistleblower Policy

This was consistent with current policy.

Chapter 23 – Vehicle Use Policy

This was previously issued as an Administrative Policy.

Chapter 24 – Electronic Mail & Internet Use Policy

Chapter 25 – Cellular Telephone Use Policy

These were new provisions, consistent with WCIA recommendations.

The Council discussed and/or revised the following sections:

Chapter 1 – General

- 1.05 – Administrative Guidelines

Revised this section to clarify that the City Administrator acts on behalf of the Mayor, following the appropriate consultation and approval.

Chapter 9 – Longevity Pay

Discussed the future need to revise longevity pay for new hires.

Chapter 24 – Electronic Mail & Internet Use Policy

Discussed the inclusion of language regarding blogging and instant messaging.

3. ADJOURNMENT

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

Mayor Norm Childress

Anita Palacios, City Clerk