

Administrative Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, August 24, 2020

4:30 PM

Council Chambers
206 E. Third St.

REGULAR AGENDA

1. Approval of July 27, 2020 Administrative Committee Minutes (ACTION ITEM) - Laurie M. Hopkins

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes or provide staff further direction.

2. Resolution for Destruction of City Records (ACTION ITEM) - Laurie M. Hopkins / Gary J. Riedner

In 2008, the City Council adopted Resolution 2008-12 classifying City records as temporary, semi-permanent, and permanent, each with a retention schedule. Idaho Code allows for the destruction of temporary and semi-permanent records according to the retention schedule and the adoption of a resolution listing the various types of records. City Staff from City departments have reviewed retention schedules and current records in order to recommend documents for destruction. The proposed Resolution is based upon the review by participating departments and the list has been reviewed by the City Attorney.

PROPOSED ACTIONS: Recommend approval of the resolution, or provide staff further direction.

3. Temporary Day Care/Tutoring Center Proposal Discussion (ACTION ITEM) - Bill Belknap

Following the recent decision of the Moscow School District to have students attend in-class instruction for two days per week with three additional days of on-line instruction due to the COVID-19 pandemic, the City has received a number of calls from daycare providers and others expressing the desire to opening tutoring centers to assist children and parents during this extraordinary event. City Staff met to discuss the matter and identify what actions the City could take to assist the community during this event, while also ensuring the safety of the children who may be served by these temporary facilities.

Staff from Planning, Building Safety, Fire, Police and the City Attorney's office have prepared a temporary Day Care/Tutoring Center proposal to help meet the potential anticipated community need for the Council's consideration.

PROPOSED ACTIONS: Provide Staff with direction regarding the proposed temporary Day Care/Tutoring Center program.

4. Personnel Policy, Updated Hiring Policies (ACTION ITEM) - Jen Pfiffner

The City of Moscow Personnel Policy handbook is in the process of being updated. Policies were last updated and approved in 2014. Updates related to hiring practices, processes and all aspects of becoming an employee at the City of Moscow are presented for consideration. Policy updates include recommendations from ICRMP, legally required language, and are based on current practices that have evolved since the last policy update. All policies are reviewed by the Employee Advisory Committee, Risk Management Team, Department Heads, City Attorney, and City Supervisor.

A Telecommuting Policy and accompanying Standard Operating Procedure is also being proposed for consideration. This policy has been developed in light of COVID-19 work at home time experienced earlier this year. The policy outlines guidance for telecommuting arrangements that may be made for applicable and appropriate positions for regular work as well as during extenuating circumstances.

PROPOSED ACTIONS: 1. Recommend approval of the proposed updates to Hiring Policies of the City of Moscow's Personnel Policies, or provide staff further direction. 2.Recommend approval of the proposed Telecommuting Policy addition to the City of Moscow's Personnel Policies, or provide staff further direction.

ADJOURN

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

Administrative Committee



Regular Meeting ~Minutes~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, July 27, 2020

4:30 PM

**Council Chambers
206 E. Third St.**

The meeting was called to order at 4:30 p.m.

PRESENT: Art Bettge, Maureen Laflin, Anne Zabala

OTHERS: Mayor Bill Lambert,

STAFF: Gary J. Riedner, Mia Bautista, Tyler Palmer, James Fry, Laurie M. Hopkins

REGULAR AGENDA

1. Approval of the March 9, 2020 Administrative Committee Minutes (ACTION ITEM) - Laurie M. Hopkins

Minutes presented for approval.

PROPOSED ACTIONS: Approval minutes, amend minutes, or provide staff further direction.

The Committee approved the minutes as presented.

2. Downtown City Rights-of-Way Use Review (ACTION ITEM) - Gary J. Riedner

Moscow City Code Title 9, Chapter 12 regulates use of the public right-of-way (ROW) in the Central Business District Zone for sidewalk cafes. Due to the recent adverse economic impacts of the COVID-19 pandemic and the mandate of social distancing for businesses, particularly eating and drinking establishments, on June 1, 2020 the Moscow City Council adopted Resolution 2020-11, which suspended certain of the sidewalk cafe regulations, allowing for temporary expansion of use of the ROW.

Staff developed a program for permitting the temporary expansions of sidewalk cafes and many downtown businesses have participated in this program, and the City continues to field applications.

The City has had several requests for allowing live entertainment in the expanded sidewalk cafes, particularly live music. With the appropriate noise ordinance waiver review by the Police Department, music has been allowed in the ROW, although MCC 9.12 does not identify live entertainment and Resolution 2020-11 does not provide authorization for live entertainment.

Staff is seeking Council direction, as the City's own live entertainment programs have been suspended in order to reduce the risk of exposing patrons to COVID-19. Examples of these suspended programs include Entertainment in the Park concerts, Farmers Market entertainment, Art Walk, Vandal Town Block Party, etc.

PROPOSED ACTIONS: Provide staff direction regarding the use of expanded sidewalk cafes.

Riedner introduced the item as written above. A press release was sent last week asking for public and downtown business input. Staff received 30 responses and approximately 9-10 of the business were not in favor of outdoor entertainment. The remainder of the businesses were either in favor or indifferent of the idea. Allowing live entertainment conflicts when other City sponsored outdoor entertainment has been cancelled. The Sidewalk Café Ordinance does not specifically state regulations for entertainment. One response from a business in favor of the music was it is safer for musicians to be outside than indoors. Riedner presented photos of some of the expanded cafe areas including traffic flow, and detailed each.

Laflin had concerns about live entertainment attracting more people and the need to be 26 feet away from a singer due to the spray of droplets while singing. Bettge added the main reason of the Sidewalk Café expansion was to maintain social distancing and including outdoor entertainment defeats that purpose. Committee consensus was to continue implementing the Sidewalk Café expansion, but not to allow live entertainment. If a business wishes to include live entertainment they can go through the community event application. Committee agrees to move discussion to full council with recommendation of not allowing live entertainment in the Sidewalk Café expansions.

ADJOURN

The meeting closed at 5:05 p.m.

COMMITTEE STAFF REPORT

DATE: Monday, August 24, 2020



RESPONSIBLE STAFF

Laurie Hopkins, City Clerk, Gary Riedner, City Supervisor

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Resolution for Destruction of City Records (ACTION ITEM) - Laurie M. Hopkins / Gary J. Riedner

DESCRIPTION

In 2008, the City Council adopted Resolution 2008-12 classifying City records as temporary, semi-permanent, and permanent, each with a retention schedule. Idaho Code allows for the destruction of temporary and semi-permanent records according to the retention schedule and the adoption of a resolution listing the various types of records. City Staff from City departments have reviewed retention schedules and current records in order to recommend documents for destruction. The proposed Resolution is based upon the review by participating departments and the list has been reviewed by the City Attorney.

STAFF RECOMMENDATION

Recommend approval of the resolution.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the resolution, or provide staff further direction.

FISCAL IMPACT

Expensed through each budget shredding records according to quantity of boxes.

PERSONNEL IMPACT

ATTACHMENTS

1. Res 2008-12 retention of documents
2. Record Destruction per Classification and Retention

RESOLUTION NO. 2008 - 12

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE CLASSIFICATION AND RETENTION OF CERTAIN PUBLIC RECORDS PURSUANT TO IDAHO CODE; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, the Idaho Code allows for the classification, retention, preservation, and destruction of certain records as “permanent”, “semipermanent” and “temporary” records; and

WHEREAS, Idaho Code requires the City Council adopt by Resolution a records retention schedule listing the various types of City records and the retention period for each type of records prior to January 1, 2007; and

WHEREAS, the City has made a survey of all its records and has reviewed current Idaho Code regarding classification of records; and

WHEREAS, the City has determined that the records categorization, as set out in Idaho Code § 50-907, is appropriate for the City to adopt, with some minor clarifications; and

WHEREAS, the City wishes to classify some writings, documents, and other similar City information as neither “permanent records”, “semipermanent records” or “temporary records” because they have no reasonable intrinsic, historical, legal, fiscal, administrative, or other value which requires their retention; and

WHEREAS, Council is confident that the City Clerk and City Attorney (with the input of relevant City staff) can make determinations regarding those records not considered “permanent records”, “semipermanent records”, or “temporary records”, as those terms are defined in Idaho Code Title 50, Chapter 9;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow, Idaho as follows:

I. Permanent Records

A. The following records be classified as permanent records:

1. Adopted meeting minutes of the city council and city boards and commissions;
2. Ordinances and resolutions;
3. Building plans and specifications for commercial projects and government buildings;
4. Fiscal year-end financial reports;
5. Records affecting the title to real property or liens thereon;
6. Poll books, excluding optional duplicate poll books used to record that the elector has voted, tally books, sample ballots, campaign finance reports, declarations of candidacy, declarations of intent, notices of election, and records of voting results by precinct; and
7. Executed contracts.

B. Retention Schedule.

Permanent records shall be retained by the City in perpetuity, or may be transferred to the Idaho State Historical Society's permanent records repository upon Resolution of the City Council authorizing such transfer.

II. Semipermanent Records

A. The following records be classified as semipermanent records:

1. Claims, canceled checks, warrants, duplicate warrants, purchase orders, vouchers, duplicate receipts, utility and other financial records;
2. Building applications for commercial projects and government buildings;
3. License applications;
4. Departmental reports; and
5. Bonds and coupons.

B. Retention Schedule.

Semipermanent records shall be kept for not less than five (5) years after the date of issuance or completion of the matter contained within such semipermanent record.

Semipermanent records may only be destroyed by Resolution of the City Council, and upon the advice of the City Attorney. Such disposition shall be under the direction and supervision of the City Clerk. The Resolution ordering destruction of semipermanent records shall list in detail such semipermanent records to be destroyed.

Prior to destruction of semipermanent records, the City Clerk shall provide written notice, including a detailed list of the semipermanent records proposed for destruction, to the Idaho State Historical Society thirty (30) days prior to the destruction of any records.

III. Temporary Records

A. The following records be classified as temporary records:

1. Building applications, plans, and specifications for noncommercial and non-government projects after the structure or project receives final inspection and approval;
2. Cash receipts subject to audit;
3. Election ballots and duplicate poll books;
4. The most current draft of an unexecuted contract until such contract is executed; and
5. Records which are normally believed to be the subject of litigation discovery and determined to be so after consultation with the City Attorney.

B. Retention Schedule.

Temporary records shall be retained for not less than two (2) years, but in no event shall financial records be destroyed until completion of the City's financial audit as provided in Idaho Code § 67-450B related to such financial records.

Temporary records may only be destroyed by resolution of the City Council, and upon the advice of the City Attorney. Such disposition shall be under the direction and supervision of

the City Clerk. The resolution ordering destruction of temporary records shall list in detail such temporary records to be destroyed.

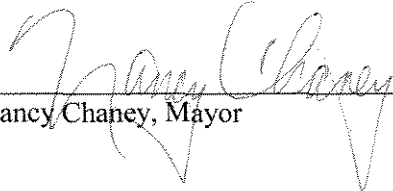
Prior to destruction of temporary records, the City Clerk shall provide written notice, including a detailed list of the temporary records proposed for destruction, to the Idaho State Historical Society thirty (30) days prior to the destruction of any records.

- IV. Writings, documents, and other similar City information not classified as “permanent records”, “semipermanent records”, or “temporary records” herein shall not be considered “records” and shall be considered transitory items for the purposes of retention pursuant to this records retention schedule. Such non-“record” transitory writings, documents, and other similar City information includes, but is not limited to, drafts, unapproved minutes, “post-it” notes, duplicates, phone call slips, voice mail, to-do lists, telephone text messages, and email which is not related to the promotion of the business of City government, which were not created with the intent to perpetuate or to formalize knowledge; or which are obsolete or superseded, or whose administrative value is negligible, etc. Writings, documents, and other similar City information which, in the reasonable belief of the recipient or custodian which do not have any historical, intrinsic, legal, fiscal, administrative, or other value, and records which are not reasonably believed to be the subject of litigation discovery shall not be considered “records” for purposes of this records retention schedule. It is not the intent of this Resolution to classify items as transitory in an attempt to subvert or avoid their retention but simply to eliminate unnecessary duplication or retention where such is not required by the Idaho Code Section 50-907 or this Resolution.

Where there is a question regarding the classification of records or their retention, such questions should be directed to the City Clerk and/or the City Attorney prior to any destruction.

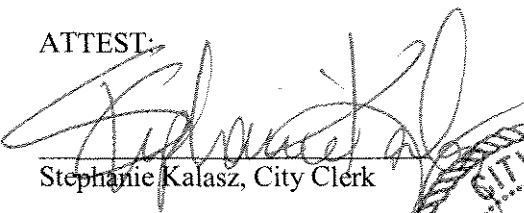
- V. This Resolution shall become effective as of the date of its passage.

PASSED AND APPROVED by the Mayor of the City of Moscow, Idaho, this 4th day of August, 2008.

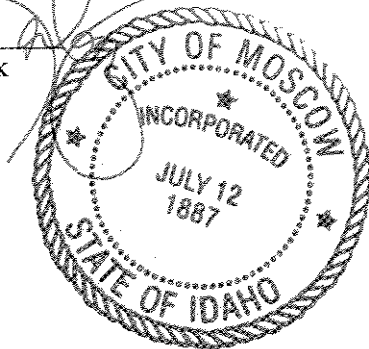


Nancy Chaney, Mayor

ATTEST:



Stephanie Kalasz, City Clerk



RESOLUTION NO. 2020 – ____

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE CLASSIFICATION AND DESTRUCTION OF CERTAIN TEMPORARY PUBLIC RECORDS PURSUANT TO IDAHO CODE § 50-907 AND MOSCOW RESOLUTION 2008-12; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, the Idaho Code allows for the classification and retention of certain records as “permanent”, “semi-permanent” and “temporary” records; and

WHEREAS, “temporary” records are those which need to be retained for not less than two (2) years and are so classified by the Council; and

WHEREAS, “semi-permanent” records are those which must be retained for a period of not less than five (5) years after the date of issuance or completion of the matter contained within the record; and

WHEREAS, Idaho Code § 50-907 allows for the City Council to order the destruction of those records which are not considered historical; and

WHEREAS, the records listed herein are only those records which are considered to be “temporary” or “semi-permanent” records pursuant to the Idaho Code and Resolution 2008-12; and

WHEREAS, such temporary or semi-permanent records have been classified as such by the Council hereinbelow; and

WHEREAS, Council has determined that such records have no intrinsic, historical or other value which would preclude their destruction;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow, Idaho as follows:

1. That the following records be classified as temporary and that their destruction is hereby ordered:

<u>Department:</u>	<u>Date of Records:</u>
<i>Administration</i>	
Public Record Requests	Through 2017
Alcohol Catering Permits	Through 2017
<i>Community Development</i>	
Public Record Requests	Through 2017
Residential Building Plans	Through 2017
<i>Human Resources</i>	
Recruitment Records	Through 2017
<i>Information Systems</i>	
Email Correspondence Related to City Governance Created, Sent and/or Received	Through July 2018
<i>Parks and Recreation</i>	
HIRC Sign-in Sheets	Through 2017

Police

Pawn Records	Through 2017
Public Records Requests	Through 2017
Cash Receipts	Through 2017
Trespass Notices	Through 2017
Parking Contest Letters	Through 2017
Parking Tickets Paid	Through 2017
Fingerprint Info Cards	Through 2017
Outside Agency Name Checks	Through 2017

2. That all duplicate, temporary records as such are classified in this Resolution made on or prior to December 31, 2017 are hereby ordered to be destroyed.
3. That the following records be classified as semi-permanent records and that their destruction is hereby ordered:

Department:

Date of Records:

Administration

Inactive Business Licenses (taxi, vendor, solicitor, alcohol, sidewalk café, pawn, daycare)	Through 2014
Liability Claim records (including property damage records)	Through 2009

Finance

Utility Billing Credits, Adjustments, Cash Receipts and Billing Records	Through FY2014
Utility Billing Shut-off Documentation and Water Meter Receipts	Through FY2014
Accounts Payable Documentation and Related Reports	Through FY2014
Budget Preparation Documentation	Through FY2014
Completed Bond Records (excluding ordinance and legal notice)	Through FY2014
Cancelled Checks	Through FY2014
Check Stubs	Through FY2014
Bank Statements	Through FY2014
Investment Statements	Through FY2014
Employee Time Records	Through FY2014
Journal Entries	Through FY2014
Wage and Tax Statements and W-2's	Through FY2014
Payroll Deduction and Month-end Payroll Records	Through FY2014
Employee Time Records	Through FY2014
Completed Collection Records	Through FY2014

Human Resources

Employee Personnel Records	Through 2012
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Legal

Misdemeanor and Infraction Files	Through 2010
Public Record Requests	Through 2015
Lifeloc Logs	Through 2015

Police

Law Incident Files	Through 2014
Misdemeanor Citations	Through 2014
Infraction Citations	Through 2014
Auction Records	Through 2014
Parking Write Off Tickets	Through 2014
Noxious Weed Waivers	Through 2014
Staff Meeting Minutes	Through 2014
Noise Exception Permits	Through 2014
Privacy Statements and Notices	Through 2014

Parks and Recreation

Program Registrations, Rosters and Hardcopy Receipts	Through 2014
Program Evaluations	Through 2014
Pool Inspection Reports	Through 2014
Staff Meeting Notes	Through 2014
Employee Training Records	Through 2014
Parks/Shelter Reservations	Through 2014

4. That all duplicate, semi-permanent records as such are classified in this Resolution made on or prior to December 31, 2014 are hereby ordered to be destroyed.
5. That this Resolution shall become effective as of the date of its passage.

PASSED AND APPROVED by the Mayor of the City of Moscow, Idaho, this ____ day of _____, 2020.

ATTEST:

Bill Lambert, Mayor

Laurie M. Hopkins, City Clerk

COMMITTEE STAFF REPORT

DATE: Monday, August 24, 2020



RESPONSIBLE STAFF

Bill Belknap, Deputy City Supervisor, Community Planning and Design, Mia Bautista

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Temporary Day Care/Tutoring Center Proposal Discussion (ACTION ITEM) - Bill Belknap

DESCRIPTION

Following the recent decision of the Moscow School District to have students attend in-class instruction for two days per week with three additional days of on-line instruction due to the COVID-19 pandemic, the City has received a number of calls from daycare providers and others expressing the desire to opening tutoring centers to assist children and parents during this extraordinary event. City Staff met to discuss the matter and identify what actions the City could take to assist the community during this event, while also ensuring the safety of the children who may be served by these temporary facilities.

Staff from Planning, Building Safety, Fire, Police and the City Attorney's office have prepared a temporary Day Care/Tutoring Center proposal to help meet the potential anticipated community need for the Council's consideration.

STAFF RECOMMENDATION

Provide Staff with direction.

PROPOSED ACTIONS

PROPOSED ACTIONS: Provide Staff with direction regarding the proposed temporary Day Care/Tutoring Center program.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Temporary Tutoring centers

Memo

To: Gary Riedner, City Supervisor
From: Bill Belknap, Deputy City Supervisor
Date: August 19, 2020
Re: Temporary Child Care/Tutoring Center Proposal

Following the recent decision of the Moscow School District to have students attend in-class instruction for two days per week with three additional days of on-line instruction due to the COVID-19 pandemic, the City has received a number of calls from daycare providers and others expressing the desire to open tutoring centers to assist children and parents during this extraordinary event. City Staff met to discuss the matter and identify what actions the City could take to assist the community during this event, while also ensuring the safety of the children who may be served by these temporary facilities.

Child Care/Day Care Definitions

There are four separate sections of City Code that pertain to these types of facilities including the City's Daycare, Zoning, Building and Fire Code Regulations. Each of the four code sections contains different definitions of child care and educational facilities that are not entirely consistent, but generally encompass learning centers and similar facilities. Specifically, the Code defines Day Care and Day Care Facilities as shown below. There are exceptions to the Day Care Facility definition, but none appear to address tutoring centers.

Day Care: For purposes of this Chapter, Day Care shall not include any arrangement for the care of Related children; however, a Day Care License shall be required pursuant to this Chapter where the total number of children who are not Related and who are provided direct care and supervision in a home or Facility exceeds five (5) children.

Day Care Facility: Any business, place of business, home, residence, or establishment which provides Day Care. This definition includes any Premises, location, play area, playground, organization, institution, partnership, public school, private school, home, residence, dwelling, group home, foster home, place or facility whether such business or concern calls itself a mini school, kindergarten, nursery, preschool, club, cooperative, mother's-day-out, after school program, all-day kindergarten program, a kindergarten plus program, learning center or any other business whose activity is the same or substantially similar to a Day Care operation or concern. The definition of Day Care Facility shall not include:

- 1. Any institution, school or facility operated by or under the direction of the State of Idaho by any agency or political subdivision of the State of Idaho or by any other public body or public entity, except for an after-school program or the like.*
- 2. Any preschool, elementary, junior high, or high school licensed and designated as such by the State of Idaho, except for an after-school program or the like.*
- 3. Any medical or hospital facility operated pursuant to license issued by the State of Idaho.*
- 4. Any day camp, summer camp, sports camp, or similar program designed primarily for children to attend, as long as such camp or program does not exceed a total of twelve (12) weeks during a calendar year, or not more often than once a week.*
- 5. The occasional care of a neighbor's, relative's, or friend's child or children by a person not ordinarily in the business of providing Day Care.*
- 6. The operation of a private school or religious school for educational purposes for children over four (4) years of age or a religious kindergarten.*
- 7. The provision of Day Care exclusively for children of parents who are simultaneously in the same building as such children.*

The Zoning Code contains a definition of child care facilities which also includes learning centers and any other business whose activity is the same or substantially similar to a Child Care facility.

30. Child Care Facility. *Any business, place of business or establishment which provides Child Care. This definition includes any premises, location, play area, playground, organization, institution, partnership, school, home, residence, dwelling, group home, foster home, place or facility whether such business or concern calls itself a mini school, kindergarten, nursery, pre-school, club, cooperative, mother's-day-out, learning center or any other business whose activity is the same or substantially similar to a Child Care operation or concern.*

a. The definition of Child Care Facility shall not include:

- (1) Any institution, school or facility operated by or under the direction of the State of Idaho, by any agency or political subdivision of the State of Idaho, or by any other public body or public entity.*
- (2) Any elementary, junior high, or high school licensed and designated as such by the State of Idaho.*
- (3) Any medical or hospital facility operated pursuant to license issued by the State of Idaho.*
- (5) The number of children in each of the above classifications (1) through (4) may be increased with the addition of school aged children (first grade and up) from 3:00 p.m. until 6:00 p.m. on weekdays, on teacher work days, and on snow days, without affecting the classification level.*

Day Care Regulations

The Day Care regulations cover a broad range of elements related the operation of such facilities to ensure the safety of the children in the facilities. Largely, the code requires background checks, CPR and First Aid training and 4 hours of annual training and/or continuing education for all employees. The Code also establishes ratios between children and staffing levels depending upon the age of the children served calculated through a point system. Additionally, the Day Care regulations require an outdoor play area for exercise and recreation.

Zoning Regulations

The Zoning Code addresses the allowance of day care/educational facilities within the City including where they are allowed by right and as a conditionally permitted use, as well as limited development standards that address items such as required loading zones and off-street parking requirements. Day care/education facilities are largely considered to be conditionally permitted uses within most residential and commercial zoning districts in Moscow with few exceptions. The Zoning Code also addresses home-based businesses called home occupations and instruction of up to four students is currently an allowed use by right in residential zoning districts and more than four students may be allowed by a conditional use permit.

Given that the Moscow School District will be starting instruction on September 14th and the approximate 45-60 day time period to obtain a conditional use permit (CUP), it appears the CUP requirement is the largest impediment to the rapid establishment of potentially necessary child care facilities prior to the start of the school year on September 14.

Potential Proposal

Through discussions between the Planning, Building Safety, Fire, Police and Legal Departments, Staff is proposing a Temporary Child Care/Tutoring Facility License program to assist in meeting the immediate needs facing the community, while retaining the life safety protections currently in place. An outline of the program is detailed below.

The Temporary Child Care/Tutoring Facilities will fall under the definition of a Day Care Facility and will follow the current City Code requirements with the following exceptions:

- **Day Care Ordinance**
 - All background check requirements will apply with the following exceptions:
 - In order to expedite license issuance, day care providers will be issued a temporary license upon successful passage of the local and ISP background checks while waiting for the Health and Welfare check which can take up to 2 weeks
 - Background checks for children 13 years and older who are receiving care at the facility will not be required, however such children shall not be allowed to be with children under the age of 13 years without supervision of a day care provider
 - The outdoor play area requirement will be waived for these temporary facilities to expand the number of available facilities and buildings that would be suitable for the temporary use
 - The 4-hour training/continuing educational requirement for day care providers will be waived during the temporary program

- Day care providers will be required to complete the on-line CPR and First Aid training program and the in-person training will be waived for the temporary facilities
- All current child-provider ratio requirements will apply
- **Zoning Code**
 - The City will waive the requirement to obtain a conditional use permit for all temporary child care/tutoring center facilities in all commercial zoning districts, and temporary child care/tutoring center facilities (up to 20 children) in all residential zoning districts
 - All other zoning standards for loading and parking will continue to be required
 - Screening of outdoor play areas will be waived
- **Building Code**
 - All temporary child care/tutoring facilities will continue to be classified as a Group E Occupancy and meet all life safety requirements
- **Duration**
 - All temporary child care/Tutoring facilities will be issued a temporary day care facility license to expire on January 1, 2021 subject to Council review and extension of the Temporary Child Care/Tutoring Facility License program depending upon local conditions
 - Following, or prior to the expiration of the temporary period, the facility operator may apply for a conditional use permit (where required) to allow the permanent continuation of the facility

It is anticipated the program and temporary suspension of some Day Care and Zoning regulations could be accomplished by an emergency declaration which grants the Mayor and Council the authority to modify ordinances during a time of emergency.

COMMITTEE STAFF REPORT

DATE: Monday, August 24, 2020



RESPONSIBLE STAFF

Jen Pfiffner, Assistant City Supervisor

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Personnel Policy, Updated Hiring Policies (ACTION ITEM) - Jen Pfiffner

DESCRIPTION

The City of Moscow Personnel Policy handbook is in the process of being updated. Policies were last updated and approved in 2014. Policies have been divided into segments to provide a manageable approach to review and consideration for approval. Policies related to hiring practices and processes are presented for consideration. These policies are related to all aspects of becoming an employee at the City of Moscow.

Policy updates include recommendations from ICRMP, legally required language, and are based on current practices that have evolved since the last policy update. Policies have been updated and revised to include Standard Operating Procedures (SOP) where appropriate to aid with interpretation and implementation of policies and practices.

All policies are reviewed by the Employee Advisory Committee, Risk Management Team, Department Heads, City Attorney, and City Supervisor. Notable changes to the hiring policies as presented include:

- Equal Employment Opportunity
- Americans with Disabilities Act
- Veteran's Preference & Rights
- Preference for Hiring from Within
- Re-Employment of Former Employees
- Nepotism/Hiring of Relative
- Promotion & Transfer

A Hiring SOP and a Promotion and Transfer Policy SOP were developed to support policies.

An additional Telecommuting Policy and accompanying SOP is also being proposed for consideration. This policy has been developed in light of COVID-19 work at home time experienced earlier this year. The policy outlines guidance for telecommuting arrangements that may be made for applicable and appropriate positions for regular work as well as during extenuating circumstances.

STAFF RECOMMENDATION

1. Recommend approval of the proposed updates to Hiring Policies of the City of Moscow's Personnel Policies.
2. Recommend approval of the proposed Telecommuting Policy addition to the City of Moscow's

Personnel Policies, or provide staff further direction.

PROPOSED ACTIONS

PROPOSED ACTIONS: 1. Recommend approval of the proposed updates to Hiring Policies of the City of Moscow's Personnel Policies, or provide staff further direction. 2. Recommend approval of the proposed Telecommuting Policy addition to the City of Moscow's Personnel Policies, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Hiring
2. Telecommuting

EQUAL EMPLOYMENT OPPORTUNITY

All selection of employees and all employment decisions, including classification, transfer, discipline, and discharge, will be made without regard to race, color, religion, sex, gender, sexual orientation, gender expression or identity, age, marital or familial status, national origin, or non-job-related physical or mental disability, or any other characteristic protected by law. No job or class of jobs will be closed to any individual except where a mental or physical attribute, sex or age is a bona fide occupational qualification.

Any concerns regarding hiring or other employment practices should be brought to the Human Resources Department or City Supervisor's attention.

Employees can raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

AMERICANS WITH DISABILITIES ACT

The City will endeavor to make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. An employee should advise the department head, supervisor, or Human Resources Department if they require an accommodation to enable the employee to perform the job's essential tasks.

The City will also endeavor to make reasonable accommodations for its employees' religious needs and practices, including those related to appearance and observance of holidays. An employee should advise either the department head, supervisor, or Human Resources Department if they require accommodation for religious reasons.

DRAFT

VETERAN'S PREFERENCE AND RIGHTS

The City will grant a preference to US Armed Services veterans, a widow or widower of a veteran as long as they remain unmarried, and the spouse of a service-connected disabled veteran if the veteran cannot qualify for any public employment because of a service-connected disability in accordance with provisions of Idaho Code, Title 65, Chapter 5. In the event of equal qualifications for an available position, a veteran or family member who qualifies for the preference will be selected.

Employees who are qualified veterans returning to employment with the City following qualified military leave shall have the rights and responsibilities provided by Idaho Code §65-508 and the Uniformed Services Employment and Reemployment Rights Act, 38 USC. §4301, et seq. The returning veteran will be restored to his/her position with the same seniority, status, and pay that they would have had if there had been no military leave.

PREFERENCE FOR HIRING FROM WITHIN

Qualified City employees may be given preference over outside applicants to fill vacancies in the workforce without following the notice and selection procedures customarily required for hiring new employees.

DRAFT

RE-EMPLOYMENT OF FORMER EMPLOYEES

Former employees who left the City in good standing may be considered for re-employment. Former employees who resigned without written notice or were dismissed for disciplinary reasons may not be considered for re-employment. A former employee who is re-employed is considered a new employee from the date of re-employment unless the break in service is less than thirty days, in which case the employee will retain accumulated seniority. The length of service for the purposes of benefits is governed by the terms of each benefit plan, specifically PERSI. Employees who retire may be eligible, in certain circumstances, to be considered for re-hire.

DRAFT

NEPOTISM/HIRING OF RELATIVE

No person will be employed by the City when the employment would result in a violation of provisions found in Idaho Code, including but not limited to I.C. Title 74, Chapter 4, I.C. §18-1359 and their successors. Any employment made in violation of these sections may be void.

The appointment or employment of the following persons is expressly prohibited:

1. No person related to the Mayor or a City Council member by blood or marriage within the second degree by affinity (blood) will be appointed to any compensated office, position, employment or duty; and
2. No public servant, including Elected Officials and employees, will appoint or vote for the appointment of any person related to them by blood or marriage within the second degree by affinity (blood) to any compensated office, position, employment or duty. This means no one related within the second degree by affinity (blood) to anyone involved in any way in the hiring process can be hired and no one related to an applicant within the second degree by affinity (blood) can take part in the hiring process.

An employee whose relative is subsequently elected may be eligible to retain his/her position and pay increases as allowed by relevant provisions of Idaho law, including Idaho Code § 18-1359(5).

A member of an employee's immediate family will be considered for employment by the City if the applicant possesses all the qualifications for employment. However, an immediate family member will not be hired if the employment would:

1. Create either a direct or indirect supervisor/subordinate relationship with a family member; or
2. Create either an actual conflict of interest or the appearance of a conflict of interest.

Employees who marry another employee or become members of the same household as another employee may continue employment as long as there is not a direct or indirect supervisor/subordinate relationship between the employees.

These criteria will also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, the following definitions apply:

Immediate Family Member - A spouse, brother, sister, parents, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.

Spouse - A husband or wife as defined or recognized under State law for purposes of marriage in the State where the employee resides.

Domestic Partner – As defined in Resolution 2007-31; Each are eighteen (18) years of age or older; share a close personal relationship and are each other's sole domestic partner; are responsible for each other's common welfare; are not legally married to anyone else nor has either had a domestic partner within thirty (30) days immediately prior to completing the application for enrollment to qualify as domestic partners; are not related by blood closer than would bar marriage in Idaho; share the same regular, and permanent residence and each intends to continue to do so indefinitely; jointly share financial responsibility for basic living expenses, including, but not limited to, the cost of food, shelter, and other costs such as medical expenses.

Child – A biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing "in loco parentis" by providing day-to-day care and/or financial support. For FMLA leave for adoption, foster care or a family member with a severe health condition, the child must either be under age 18, or age 18 or older and incapable of self-care because of mental or physical disability as defined by the ADA. For FMLA leave due to birth and care of a newborn child, the child must be under 12 months of age.

Parent – A biological, adoptive, step or foster parent, or another person who stood "in loco parentis" to the eligible employee when the employee was a child by providing day-to-day care and financial support. The term does not include parent-in-law.

Household – Reside in the same home and are responsible for each other's common welfare, share the same regular and permanent residence, and each intends to continue to do so indefinitely; jointly share financial responsibility for basic living expenses, including, but not limited to, the cost of food, shelter, and other costs such as medical expenses.

PROMOTION & TRANSFER

The City of Moscow strives to provide training and development for employees and to offer employees promotions to higher-level positions when appropriate. Promotions from within the City are encouraged, and supervisors may first consider current employees with the necessary qualifications and skills to fill vacancies unless external recruitment is considered to be in the City's best interest per the PREFERENCE FOR HIRING FROM WITHIN Policy.

The requirements for the new position determine an employee's basic eligibility for promotion or transfer. To be eligible for a promotion or transfer, employees must meet the new position requirements, have held the position they are currently in for at least six months, have a satisfactory performance record, and have no adverse disciplinary actions during the same six-month period. Employees may not request transfers for positions that are not currently open.

Job openings are typically posted publicly for both internal and external candidates; however, positions may be filled without posting notice. Current employee candidates considered for promotion are screened and selected based on attendance and work records, performance appraisals, and job-related qualifications, including in some instances, aptitude or achievement tests. Candidates for promotion must meet the requirements of the promoted position. Employees may request a transfer to an open position as posted, or Hiring Managers may recruit an employee for a position when appropriate.

Pay for promoted employees is managed on a case-by-case basis. Pay for transferred employees is handled as follows:

- Transferring to a position within the same salary range - continue at the existing rate of pay.
- Transferring to a position in a higher salary range will be paid at 85% of market of the higher range effective the day they start work in the new position, or if current pay is higher than 85% the employee will maintain their current rate of pay.
- Transferring to a position in a lower salary range pay at the employee's request, pay will be at 100% of market for the position, or the current rate of pay, whichever is lower.
- Employees transferred, for the City's convenience, to a job in a lower salary range will usually be paid at the existing rate of pay.
- Employees who are transferred for disciplinary reasons, lack of work, budgetary reasons, reorganization, will be paid at the lower rate commencing with the start of the new job.

Promoted and transferred employees are subject in their new positions to the provisions of the INTRODUCTORY PERIOD policy and are subject to all requirements of the new position.

	Department:	Human Resources
	SOP Name:	Hiring Policy Standard Operating Procedure
	SOP Author:	Jen Pfiffner, Deputy City Supervisor
	Date Approved:	

1. Purpose

To provide a process for consistency in the hiring process from advertisement through offer.

2. Scope

Those responsible for hiring decisions within the City of Moscow. This policy and process applies to hiring for all classifications of employees as outlined in the Employee Classification Policy in this Personnel Policy.

Process applies to internal and external job postings, requirements may differ, and internal process should always precede an external process if used.

3. Prerequisites

Position approval through the budget.

4. Responsibilities

Hiring Manager – The person who manages the hiring process, typically the direct supervisor of the position being hired. Hiring Managers are required to keep their immediate supervisor informed as appropriate.

Human Resources Department – Required to provide the ministerial functions of finalizing documents, posting and promoting open positions, coordinating with Administration as appropriate.

5. Procedure

Posting an Open Position

1. Hiring Manager contacts Human Resources Department (HR) to initiate job posting.
2. HR to provide to the Hiring Manager for review and updates:
 - a. Job Description
 - b. Job Advertisement
 - c. Application Requirements
 - i. At minimum, a job application for externally posted positions and a letter of interest for internally posted positions.
3. HR and Hiring Manager work together to finalize job description and advertisement.
4. HR provides recruitment timeline including:
 - a. Date to post position
 - b. Date application period for positions closes

- c. Date for which applications will be evaluated and routed to the Hiring Manager for review
 - d. Potential start dates
- 5. HR posts position to applicable outlets including, but not limited to:
 - a. City of Moscow Website
 - b. City of Moscow Social Media
 - c. Indeed.com
 - d. Local papers, upon request
 - e. Associations, upon request
 - f. Others as appropriate
- 6. During the application period, Hiring Managers may have access to the online job application submitted via CivicPlus, or may visit HR to view hardcopies of submitted applications in the office. Digital copies of those applications are not made available until the position application period closes, and applications have been evaluated.
- 7. Once the application period closes, HR will evaluate submitted applications to determine which meet the minimum criteria per the requirements of the position as outlined in the job description. This process can take up to two (2) days after the close of the position. Copies of applications will be available after this evaluation is complete.

Interview Process

- 1. Once applications have been reviewed for minimum qualifications, eligible applications will be shared digitally with the Hiring Manager for review.
- 2. HR will provide upon request sample interview questions after Hiring Manager review.
- 3. HR will finalize interview questions and the required interview matrix for interviews.
- 4. Hiring Manager determines when and where to hold interviews and arranges to reserve interview room.
- 5. Hiring Manager contacts the candidates to schedule interviews; shares final schedule with HR
- 6. HR puts together interview packets to include:
 - a. Interview schedule
 - b. Job description
 - c. Application copies
 - d. Interview questions
 - e. Interview matrix
- 7. Hiring Manager arranges for room to hold interviews, arranges for greeting interviewees as appropriate for the facility being utilized.
- 8. Hiring Manager conducts reference checks on selected candidate(s).
 - a. HR can provide sample reference check questions.
- 9. Hiring Manager routes all paperwork back to HR to be filed in accordance with public record retention rules.

Offering a Position

- 1. Hiring Manager informs HR of the candidate chosen for the position to develop an offer letter. Information needed includes:

- a. Starting pay, typically 85% of market, anything above 85% should be discussed with Human Resources and is required to be approved by the City Supervisor.
 - b. Start date – to coincide with the first day of a pay period.
 - c. Any other details approved for the offer of the position, including additional vacation or other items.
 - d. Any conditions of employment; items should be listed in the job description.
 - i. Licenses
 - ii. Certifications
 - iii. Backgrounds checks
 - iv. Miscellaneous
2. HR drafts an offer letter to be signed by the City Supervisor.
 - a. Two originals are made, one for the employee's file and the other for the employee.
 - b. Employee's original copy is sent to the Hiring Manager who contacts the candidate to make the formal offer.
3. HR, at Hiring Manager's direction, will contact unsuccessful interview candidates to let the candidate know that a decision has been made and that they were not selected.
4. HR, at Hiring Manager's direction, sends letters to candidates not interviewed to let them know of the decision.
5. Upon successful offer and acceptance of the position, HR will:
 - a. Develop a Personnel Action Form as appropriate and obtain required signatures
 - b. Notify Information Systems of new employee.
6. Hiring Manager is responsible for arranging for other equipment, gear, keys, etc. for the new employees.

6. References

Job Descriptions – <M:\Human Resources\Public\Job Descriptions>

Interview Matrix Samples – <M:\Human Resources\Public\Interview Matrix Templates>

7. Definitions

	Department:	Human Resources
	SOP Name:	Promotion and Transfer Policy Standard Operating Procedure
	SOP Author:	Jen Pfiffner, Deputy City Supervisor
	Date Approved:	

1. Purpose

Describe relevant background information.

2. Scope

Existing City of Moscow employees.

3. Prerequisites

Employees must meet the requirements of the new position, must have held the position they are currently in for at least six months, must have a satisfactory performance record, and must have no adverse disciplinary actions during the same six-month period. Employees may not request transfers for positions that are not currently open.

4. Responsibilities

Employee – as an interested applicant

Hiring Manager – as Hiring Manager and in certain instances to recruit employee as a candidate

Human Resources – to provide background review and recommendations as appropriate

Deputy City Supervisor – to review and forward requests as appropriate

City Supervisor – to approve or deny all requests

5. Procedure

Promotions and transfers are both managed as follows:

1. The employee submits the items required in the job posting for consideration.
 - a. Process follows HIRING policy and standard operating procedure.
2. Hiring Managers initiates the procedure and proposes an employee for a position.
 - a. Hiring Manager develops a proposal to the supervisor to be reviewed and approved by the Deputy City Supervisor for the group, before discussing the proposal with the employee.
 - b. Once approved by the Deputy City Supervisor, the request is routed to the City Supervisor for consideration.

- i. HR may be consulted for review of personnel files and recommendations as needed.
- c. If approved, the employee is then informed and offered the position.
- d. If denied, a hiring process following the HIRING policy and standard operating procedure commences.

6. References

City of Moscow Hiring Policy & SOP

City of Moscow Preference for Hiring from Within Policy

7. Definitions

TELECOMMUTING

Telecommuting allows employees to work at home, on the road, or in a satellite location for all or part of their work period. The City of Moscow considers telecommuting a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and positions but not for others. Telecommuting is not an entitlement, it is not a City-wide benefit, and it in no way changes the terms and conditions of employment with the City of Moscow.

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis to be determined by the supervisor with the approval of the City Supervisor. Any arrangement may be discontinued at the sole discretion of the City. Every effort will be made to provide 2 weeks' notice of such change to provide time to address issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Eligibility

Individuals requesting formal telecommuting arrangements must be employed with the City of Moscow for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record, unless in cases of extenuating circumstances. Before entering into any telecommuting agreement, the employee and supervisor will evaluate the suitability of such an arrangement, reviewing the following areas:

1. Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
2. Performance measurement. The employee and supervisor will discuss the feasibility of developing a comprehensive work plan with consistent and measurable progress points.
3. Employee suitability. The employee and supervisor will assess the employee's needs and work habits, compared to traits customarily recognized as appropriate for successful telecommuting arrangements.
4. Equipment needs, workspace design considerations, and scheduling issues. The employee and supervisor will review the physical workspace needs and the appropriate location for the telework.
5. Tax and other legal implications. The employee must determine any tax or legal impact under IRS, state and local government laws, and restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

Should the employee and supervisor agree that a telecommuting arrangement may work, a draft Telecommuting Work Arrangement Form is required for review by the Deputy City Supervisor (or City Supervisor) of the operational group. If approved by the Deputy City Supervisor, the proposal is then forwarded to the City Supervisor. If the City Supervisor approves the proposal, a trial period is determined, and the arrangement may proceed.

Evaluation of employee performance during the trial period will include regular interaction by phone and e-mail between the employee and the supervisor, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and supervisor must complete an evaluation of the arrangement. Should it be determined that the needs of the employee and City are being met, any recommendations for modifications, and a request to continue the arrangement, must be submitted to the City Supervisor for approval. Evaluation of employee performance beyond the trial period will be consistent with employees working in-office in both content and frequency. Such assessment will focus on work output and completion of objectives as well as time-based performance.

An appropriate level of communication between the employee and supervisor is required as part of the discussion process and development of the telecommuting arrangement request. The supervisor and employee will communicate at a level consistent with peer employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

On a case-by-case basis, the City of Moscow will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, and other office equipment) for each telecommuting arrangement. The Human Resource and Information System Departments will serve as additional resources in this matter.

Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee, if deemed appropriate by the City, will be maintained by the employee. The City of Moscow accepts no responsibility for damage or repairs to employee-owned equipment. The City of Moscow reserves the right to determine appropriate equipment, subject to change at any time.

Equipment supplied by the City is to be used for business purposes only. The employee must sign an inventory of all the City of Moscow property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all City property will be returned to the City, unless other arrangements are made.

The City of Moscow will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.

The employee will establish an appropriate work environment for work purposes at their home. The City of Moscow will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, or repairs or modifications to the home office space.

Safety

Employees will maintain their home workspace in a safe manner, free from safety hazards. Employees must abide by the City of Moscow Employee Safety Policy. Each employee must agree to maintain their home workspace in keeping with the safety requirements outlined in the Telecommuting Arrangement Request Proposal. Injuries sustained by the employee in a home office location in conjunction with their regular work duties are to be immediately reported to the employee's supervisor and the Human Resources Department. The City has no responsibility or liability for any injuries sustained by visitors to the employee's home worksite.

Telecommuting is not a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective employees are encouraged to discuss expectations of telecommuting with family members before entering a trial period.

Security

Consistent with the City's expectations of information security for employees working at the office, telecommuting employees are expected to ensure the protection of sensitive information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Time Worked

Telecommuting employees who are not exempt from the Fair Labor Standards Act's overtime requirements are required to accurately record all hours worked using the City of Moscow's time-keeping system. Hours worked in excess of those scheduled per day, and per workweek requires the advance approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Informal Arrangements

An employee's supervisor may approve temporary telecommuting arrangements for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the City and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the City. Informal arrangements that are temporary and short term in nature and do not require telecommuting arrangement approval.

DRAFT

Telecommuting Standard Operating Procedure

This SOP outlines step-by-step actions applicable to this particular policy.

1. Purpose

This SOP has been developed in support of the City of Moscow's Telecommuting Policy.

2. Scope

This SOP is intended to provide process instructions for both employees and the City of Moscow as an employer.

3. Prerequisites

Review City of Moscow Telecommuting Policy.

4. Responsibilities

- Supervisor to discuss and accommodate as appropriate telecommuting requests.
- City Supervisor & Deputy City Supervisors to review, amend, approve, etc.
- Human Resources to process agreements.

5. Procedure

- 1) Supervisor or employee makes request to determine telecommuting suitability.
- 2) Supervisor and employee to assess the following to determine if a telecommuting arrangement would be mutually beneficial:
 - Employee suitability. The employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful employees.
 - Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
 - Equipment needs, workspace design considerations and scheduling issues. The employee and supervisor will review the physical workspace needs and the appropriate location for the telework.
- 3) If the concept seems mutually beneficial the employee then develops a formal proposal using the Telecommuting Work Arrangement Request Form addressing the following:
 - Background
 - Schedule
 - Work Plan
 - Performance Measurement
 - Communication
 - Benefits to the City (Employee)
 - Challenges to the City (Employee)

- 4) Once the proposal is outlined and approved by the supervisor and employee, it is then routed to the group supervisor for review, adjustments, etc.
- 5) The group supervisor then discusses proposal with the City Supervisor for additional review, adjustments, etc.
- 6) Once finalized, the City Supervisor makes the final decision on approval or denial of all requests.
- 7) If approved, Human Resources develops the formal telecommuting agreement and the safety checklist.
- 8) If denied, written notice will be provided to the supervisor to be discussed with the employee.
- 9) At the conclusion of the initial trial period, a memo evaluating the effectiveness of the arrangement will be submitted to Human Resources to determine if the arrangements will continue as is, with modifications, or will be terminated.
- 10) Regular telecommuting agreements will then be evaluated on a quarterly and annual basis with AMPS personnel evaluations.

6. *References*

None.

7. *Definitions*

Telecommuting – Also known as working from home, working remotely, or e-commuting—is a work arrangement in which the employee works outside the office.

CITY OF MOSCOW TELECOMMUTING WORK ARRANGEMENT REQUEST FORM

Annual Update and Review Required

BACKGROUND

Date Submitted:		
Department:		
Supervisor:		
Employee:		
Title:		
Employee Type:		Exempt
		Non-Exempt

SCHEDULE

Day	Start Time	End Time	On Site (x)	Off Site (x)
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Total Weekly Hours:				

WORK PLAN

[illegible]

PERFORMANCE MEASUREMENT

How will performance be measured?

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COMMUNICATION PLAN

How will you communicate with your supervisor, co-workers, customers?
How will materials be kept readily available to those who need access?
How will you assure the security of City materials and equipment?
How will you be able to respond to emergencies or other unexpected events in your department?

BENEFITS TO THE CITY

Describe the anticipated benefits to the department that might result from this flexible work arrangement:

Describe how your request for a flexible work arrangement will sustain or enhance your ability to meet service standards:

Describe logistical and facility opportunities that may arise from this arrangement:

Others:

CHALLENGES TO THE CITY

What effects might the arrangement have on your own assignments and how your role affects others, both within the unit and externally?
What expectations with working with family members will be established?
Describe any additional equipment/expense that your flexible work arrangement might require:
Impact on peers and your relationships with them:
Impact on your paid time off (vacations, holidays, sick pay):

SAFETY AGREEMENT

Review the items below to note the home office space will meet the Work Site and Emergency Preparedness safety criteria as outlined.

Worksite Safety

1. Telecommuter has a clearly defined work space that is kept clean and orderly.
2. The work area is adequately illuminated with lighting directed toward the side or behind the line of vision, not in front or above it.
3. Exits are free of obstructions.
4. Supplies and equipment (both City and employee-owned) are in good condition.
5. The area is well ventilated and heated.
6. Storage is organized to minimize risks of fire and spontaneous combustion.
7. All extension cords have grounding conductors.
8. Exposed or frayed wiring and cords are repaired or replaced immediately upon detection.
9. Electrical enclosures (switches, outlets, receptacles, junction boxes) have tight-fitting covers or plates.
10. Surge protectors are used for computers, fax machines, and printers.
11. Heavy items are securely placed on sturdy stands close to walls.
12. Computer components are kept out of direct sunlight and away from heaters.
13. Keep combustibles at least 2 feet from appliances and at least 6" from baseboard heaters. Appliances include, but are not limited to furnaces, water heaters, and portable heaters.
14. Means of egress shall be free from obstructions. Combustible materials shall not be stored in exits or enclosures for stairways and ramps.
15. Electrical panels shall be easily accessible and combustible materials shall not be stored within 3 feet.
16. Extension cords are for temporary use only and are not to be used in lieu of permanent wiring. They may be used for up to 90 days or unplugged when not in use. Extension cords cannot pass through doorways, walls, floors, or ceilings, nor under floor coverings unless protected in conduit. Extension cords shall be used only with portable appliances and grounded. Extension cords shall show no signs of damage and shall not be plugged into each other.
17. Surge protectors shall be equipped with over-current protection and must be plugged into an outlet, not extension cords or other surge protectors.
18. Emergency phone numbers (hospital, fire department, police department) are posted at the alternate work site.
19. A first aid kit is easily accessible and replenished as needed.
20. Portable fire extinguishers are easily accessible and serviced as needed.

Employee Signature: _____ Date: _____

CITY OF MOSCOW TELECOMMUTING WORK ARRANGEMENT APPROVAL FORM

	Telecommuting Work Arrangement Denied
	Telecommuting Work Arrangement Approved
	Telecommuting Work Arrangement Approved with Modifications (outlined below)
Trial Period Start Date:	
Trial Period End Date:	

This arrangement is subject to reevaluation quarterly and annually with regular personnel evaluations and may be terminated at any time at the sole discretion of the City of Moscow.

Employee Signature: _____ Date: _____

Printed Name: _____

Supervisor Signature: _____ Date: _____

Printed Name: _____

Deputy City Supervisor: _____ Date: _____

Printed Name: _____

City Supervisor: _____ Date: _____

Printed Name: _____