

Administrative Committee



Regular Meeting ~Agenda~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, October 12, 2020

4:00 PM

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

REGULAR AGENDA

1. Approval of August 24, 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. Compensation and Benefit Structure Personnel Policies (ACTION ITEM) - Jen Pfiffner

Updates to the City of Moscow Personnel Policies continue. Compensation and Benefit Structure includes policies addressing employee classification, salary administration, compensation, benefits, and work period.

Policy sections will continue to be presented for review. The current Personnel Policy manual will remain in place until all policies have been reviewed and approved.

PROPOSED ACTIONS: Recommend approval of the Compensation and Benefits Structure Personnel Policies or provide staff further direction.

REPORTS

Winter Event Update – Jen Pfiffner

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~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, August 24, 2020

4:30 PM

Council Chambers
206 E. Third St.

REGULAR AGENDA

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

PRESENT: Anne Zabala, Art Bettge, Maureen Laflin

OTHERS: Mayor Bill Lambert, City Council Members Brandy Sullivan and Sandra Kelly

STAFF: Gary Riedner, Bill Belknap, Jen Pfiffner, Justin Goodwin, Katie Short, Mia Bautista, Laurie Hopkins, Taylor Riedner

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.

The minutes were approved as presented.

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.

Riedner introduced the item as written above. Semi-permanent records are to be retained for five years while temporary records have a two-year retention. The City Clerk is responsible for City records, contracts with a shredding company for destruction, and each department will be billed according to amount of records shredded. The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Belknap introduced the item. There are four sections of the City Code that have an affect on these temporary facilities including the City's Daycare, Zoning, Building and Fire Code regulations, which include different definitions of Daycare. Providers would be given a temporary license upon the approval of the local and ISP background checks, and before the Health and Welfare check. Upon normal situations, a background check of all children 13 years and over is required. Staff recommends waiving the requirement but instead those 13 and over would not be able to be around other children without the supervision of a daycare provider. The proposal would also waive the outdoor play area requirement, the four-hour training/continuing education requirement for providers, and conditional use permits. While CPR is still required, this program includes a waiver of the one hour in-person testing. The same child to supervisor ratios will still be in place as well as standards for loading and parking, and requirements from the Building and Fire Code. This waiver is only for those facilities that may apply for a temporary license, not a currently licensed daycare.

Temporary permits would expire on January 1, 2021 and could be extended if the Council chooses. Following, or prior to the expiration of the temporary period, the facility operator could apply for a conditional use permit (where required) to allow the permanent continuation of the facility. If the Mayor and Council are interested in the program, a Public Health Emergency Order could be issued suspending those specific sections of the Codes. If the Mayor were to issue an Emergency Order, it would be in place for seven days. Council could then pass a Resolution extending the Order. Council is interested in the program. Staff will discuss the option of an emergency order with the Mayor and if issued, bring a draft resolution for extension of the order for Council consideration at the September 8 meeting.

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.

Pfiffner shared the item as written above, explaining there were much needed updates to current policies. Standard operating procedures were drafted as well as new policies based on current COVID situations. Managers are reviewing positions to determine suitability for telecommuting from home and Information Systems is reviewing equipment and cost of them doing so. Internet reimbursement is not being considered as it is a necessity to work from home. A majority of applications and communication with applicants going forward will be completed via email or electronically. Discussion ensued regarding reemployment and internal promotions. The Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting adjourned at 5:15 p.m.

COMMITTEE STAFF REPORT

DATE: Monday, October 12, 2020



RESPONSIBLE STAFF

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Compensation and Benefit Structure Personnel Policies (ACTION ITEM) - Jen Pfiffner

DESCRIPTION

Updates to the City of Moscow Personnel Policies continue. Compensation and Benefit Structure includes policies addressing employee classification, salary administration, compensation, benefits, and work period.

Policy sections will continue to be presented for review. The current Personnel Policy manual will remain in place until all policies have been reviewed and approved.

STAFF RECOMMENDATION

Recommend approval of the Compensation and Benefits Structure Personnel Policies.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the Compensation and Benefits Structure Personnel Policies or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Compensation and Benefit Structure

EMPLOYEE CLASSIFICATION

For various reasons, employee status must be organized by classes to administer employee policies, benefits, or otherwise address employment issues.

Employee Classification for Employment Status

1. All employees of the City, including part-time and temporary employees, are at-will employees, except;
2. Appointed Officials: The city clerk, treasurer, and other officials appointed according to Idaho Code § 50-204 (or relevant City ordinance) may only be removed according to Idaho Code § 50-206 (or relevant City ordinance).

Employee Classification for Benefit Purposes

The classification of the position an employee holds with the City may affect the status of obligations or benefits associated with his/her employment. The primary classes of employees are:

1. **Elected Officials**
 - a. Elected Officials are not considered regular employees. Elected Officials receive salaries and employment benefits as identified in a resolution adopted by the City Council.
2. **Full-Time Regular Employees**
 - a. Employees whose employment is sustained and continuing and whose typical work week consists of at least 40 hours are eligible for employee benefits provided by the City.
 - b. Employees whose employment is sustained and continuing and whose typical work week consists of at least 30 hours may receive benefits to vary proportionately with the number of hours typically worked for a full-time regular employee. The number of hours worked may also affect the employee's obligation to participate in specific mandatory state benefit programs. Certain benefits may not be available because qualifying thresholds have not been reached.
3. **Part-Time Regular Employees**
 - a. Employees whose employment is sustained and continuing and whose typical work week consists of 19 hours or less regularly are considered part-time regular employees. Part-time employees receive no benefits provided to regular employees, except those required by law or authorized by the City Council.
4. **Full- or Part-Time Temporary Employees**
 - a. Employees who work on an irregular, seasonal, or temporary basis are temporary. Temporary employees receive no benefits provided to regular employees, except those required by law or authorized by the City Council.
5. **Actively Managed Performance System Employees**
 - a. All employees except law enforcement officers.
6. **Step & Grade Employees**
 - a. Law enforcement officers

Employee Classification per Fair Labor Standards Act (FLSA)

1. **Exempt Employees** - Employees who are exempt from the overtime provisions of the FLSA.

2. **Non-Exempt Employees** - Employees who are subject to the minimum wage and overtime pay provisions of the FLSA.

DRAFT

SALARY ADMINISTRATION

It is the policy of the City to pay compensation that is nondiscriminatory and competitive. However, all compensation policy decisions must take into consideration the City's overall financial condition.

The Human Resources Department is responsible for coordinating the continuing internal review of all compensation and ensuring that each job is evaluated and assigned the appropriate job grade. This review should determine whether compensation accurately and fairly reflects each position's responsibilities and the individual's job performance.

When considered appropriate, the Human Resources Department will conduct compensation surveys to include other comparable employers with similar positions. These surveys and additional available information will be used to set the market value for each position in the City's pay structure.

The City of Moscow has two compensation systems in place. The Step & Grade System applies to sworn law enforcement employees. The Actively Managed Performance System (AMPS) applies to all other employees. Both systems are intended to compensate employees for their knowledge and experience.

Components of the Step & Grade System include:

- New employees are generally hired at Step A. Supervisors may recommend higher starting rates depending on their experience or skill level or other competitive considerations. These recommendations are to be reviewed and approved before implementation by the appropriate Supervisor and the City Supervisor, in consultation with the Human Resources Department.
- Employee performance as reflected in the employee's annual evaluation;
- The employee's years of service (determines position in the step system);
- The funding of Step & Grade adjustments as budgeted by the City Council;
- The funding of cost of living adjustments as budgeted by City Council.

Components of AMPS include:

- New employees generally will be hired at 85% of the determined market value for the position. Supervisors may recommend higher starting rates depending on their experience or skill level or other competitive considerations. These recommendations are to be reviewed and approved before implementation by the appropriate Supervisor and the City Supervisor, in consultation with the Human Resources Department.
- Annual salary increases are determined according to the City's Actively Management Performance System (AMPS) evaluation process for both 6-month introductory periods and annual evaluations thereafter to include cost of living adjustment and performance increase.

COMPENSATION

Establishment of Employee Compensation

Employees are compensated subject to the City Council's decisions as annual budgets are approved and, as such, are subject to increase, reduction, or status quo maintenance for any time period. Final decisions regarding compensation policy rest with the City Council.

Compliance with State and Federal Pay Acts

The City will comply with all state and federal pay acts governing compensation of its employees.

Right to Change Compensation and Benefits

The City may change general compensation for any reason deemed appropriate by the City Council. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent city budget. Hours worked may be reduced, or employees may be laid off as necessary to meet budgetary constraints or as work needs change.

Any employee concerned about his/her compensation, rate of pay, payroll status, deductions, etc., must communicate such concerns to their Supervisor in writing to be acknowledged and forwarded to the Human Resources Department to be maintained in the employee's personnel file.

BENEFITS

The City will provide its employees with various health and retirement benefits consistent with the City's resources and in accordance with City programs. Information and summary communications intended to explain these benefit plans will be furnished to all plan participants and beneficiaries on a timely and continuing basis by the Human Resources Department. The City reserves the right to modify, amend, or terminate its benefits at any time as they apply to all current, former, and retired employees, and eligible dependents.

Medical Benefit Coverage

1. Elected Officials

- a. Elected Officials receive employment benefits as identified in a resolution adopted by the City Council.

2. Full-Time Regular Employees

- a. Employees whose employment is sustained and continuing and whose typical work week consists of at least 40 hours are eligible for employee benefits provided by the City to include full coverage for the employee and 50% of dependent coverage paid by the City of Moscow.
- b. Employees whose employment is sustained and continuing and whose typical work week consists of at least 30 hours may receive benefits to vary proportionately with the number of hours typically worked for a full-time regular employee. The number of hours worked may also affect the employee's obligation to participate in specific mandatory state benefit programs. Certain benefits may not be available because qualifying thresholds have not been reached.

3. Part-Time Regular Employees

- a. Part-time employees receive no benefits, except those required by law or authorized by the City Council.

4. Full- or Part-Time Temporary Employees

- a. Temporary employees receive no benefits, except those required by law or authorized by the City Council.

Insurance coverage generally becomes effective on the first day of the calendar month following the date of hire. Employees (and covered dependents) who would otherwise lose health coverage because of "qualifying event" as defined by the benefit provider, including but not limited to, termination of employment, divorce, loss of dependent status, are eligible to continue coverage under terms established by the federal law known as COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985). Changes to dependent coverage may be made when a qualifying event such as those mentioned above, occurs. Changes to benefit elections may be made annually at open enrollment.

Retirement

All regular full-time and part-time (20 hours or more per week) employees are enrolled in the Public Employees Retirement System of Idaho (PERSI). Employee contributions are made by the employee and the City on a percentage of salary determined by PERSI.

WORK PERIOD

Per the Fair Labor Standards Act (FLSA), an employee's workweek is a fixed and regularly recurring period of 168 hours - seven consecutive 24-hour periods. It need not coincide with the calendar week but may begin on any day and at any hour of the day. Different workweeks may be established for different positions or groups of employees (FLSA, 29 U.S.C § 207(k)).

Work Periods for the City of Moscow are as follows:

- Non-Exempt, Non-Law Enforcement/Fire Personnel Work Period – Seven (7) Days
 - Begins at midnight on Sunday of each week
 - Concludes at 11:59 p.m. of the succeeding Saturday
- Exempt Personnel
 - Not applicable under FLSA guidelines
- Sworn Law Enforcement Officers and Fire Personnel Work Period – Fourteen (14) Days
 - Begins at midnight on Sunday of the first week of the pay period
 - Concludes at 11:59 p.m. on the concluding Saturday of the pay period

Averaging of hours over two or more defined work periods is not permitted.