

Administrative Committee



Regular Meeting ~Minutes~

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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.**

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

PRESENT: Art Bettge, Maureen Laflin, Anne Zabala (virtual)

OTHERS: Mayor Bill Lambert, Council Member Taruscio, Council Member Kelly

STAFF: Gary J. Riedner, Mia Bautista (virtual), Bill Belknap, Jen Pfiffner (virtual), Taylor Riedner (virtual), Laurie M. Hopkins (virtual)

REGULAR AGENDA

1. Approval of August 24, 2020 Administrative Committee Minutes (ACTION ITEM) -Taylor Riedner

Minutes presented for approval.

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

The minutes were approved as presented.

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.

Pfiffner presented the item as written above and provided additional definitions of changes. Employee Compensation will be updated to reflect current practices and to include Idaho Counties Risk Management Program (ICRMP) language to define employee types. Currently, the City has one position at 30 hours per week that has access to benefits proportionate to their hours worked, two positions at 19 hours or less which do not have access to benefits, and 160 full time employees. Seasonal employees work roughly 5 months out of the year and a majority of them are on a parent's insurance still. The average insurance cost of \$672 per month per employee. It would be difficult to determine how much interest as well as cost of the benefit to extend the insurance coverage to part time employees. The Salary Administration section covers how employees are hired on the pay schedule and to better reflect current practice. Compensation and Benefit Structure is a new policy that was recommended by ICRMP to comply with state and federal pay acts. Performance compensation comes to the Council during the budget process after the Finance Department calculates cost of living and performance increase and divide that amongst each department. The AMPS evaluation is based on a curve and employees that receive a higher evaluation receive more in compensation than those that receive a lower evaluation. Benefits have been updated to reflect current practices as well as language

in relation to the different employee types and the effective date of insurance coverage. The Work Period section changes will assist with accuracy of timesheets, especially for those that work weekends, reduce additional paperwork needed to adjust timesheets, and ease the use of current payroll programs. The Committee recommended approval and that it be placed on the Council consent agenda.

REPORTS

Winter Event Update – Jen Pfiffner

The Winter Carnival includes events such as the parade, tree lighting, breakfast with Santa etc., and typically involve large gatherings. Due to these large gatherings and the impact of COVID, it is determined that such events will be cancelled and research is being done to see how people can still be involved through other alternatives and activities. The Community Events Department is still accepting applications for event permits as suggested by City Council and evaluating them on a case by case basis.

ADJOURN

The meeting adjourned at 4:23 p.m.

