

Moscow City Council



Regular Meeting ~Agenda~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, October 6, 2025

7:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to tonight's meeting. This meeting is open to the public. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item; therefore, the Mayor may exercise discretion in deciding when to allow public comment during the course of the proceedings and limitations may be placed on the time allowed for comments. Citizens wishing to comment on business that is not on the agenda will be provided the opportunity to do so during the public comment item on the agenda. If you plan to address the Council, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that Moscow City Council meetings are televised, videotaped and/or recorded. Links to view the City Council meeting live can be found on the City website and the City's YouTube channel. Thank you for your interest in City government.

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council September 15, 2025 Minutes - Laurie M. Hopkins

B. Approval of Payment of Claims - Sarah Decker

REGULAR AGENDA

2. Mayor's Golf Tournament Check Presentation

3. Mayors Appointments (ACTION ITEM)

4. Public Comment (limit 15 minutes)

5. Citizen Commission Report – Parks and Recreation Commission – Betsy Rawls / Cat Harner

6. PUBLIC HEARING: Amending MCC Title 7, Chapter 3, Regarding the Electrical Code (ACTION ITEM) - Justin Goodwin

The State of Idaho recently adopted the 2023 National Electrical Code, with amendments, under the advice of the Idaho Electrical Board. As required by law, the City must also adopt the 2023 National Electrical Code as adopted by the state. On October 30, 2024, the City's Building Code Advisory Committee reviewed the proposed changes and provided recommendations in various sections where they believed certain clarification or additional requirements were warranted for the public health and safety of citizens of Moscow.

PROPOSED ACTIONS: Approve the Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take such other action deemed appropriate.

7. Personnel Policy Light Duty Amendment (ACTION ITEM) - Sharon Games

Occasionally, City employees may be injured either during or outside work hour activities and may be unable to perform their job duties during their recovery. Like many employers, the City's personnel policies allow for temporary light duty assignment when there are tasks available for the employee to perform during their recovery. The City's current light duty policy includes a maximum light duty assignment period of 60 days (two independently approved 30-day periods), which has proven inadequate for significant injuries to employees in positions with greater physical demands, such as law enforcement and field operations personnel. In review of the policies of our neighboring cities, it was found that Coeur d'Alene and Lewiston have a light duty assignment limit of 6 months, while Post Falls uses discretion with no specified maximum limit. Human Resources has prepared an amendment to the City's personnel policies to increase the maximum duration of light duty assignments to 6 months to be approved by 30 day increments.

PROPOSED ACTIONS: Approve the proposed policy amendment and associated Resolution, or take other action deemed appropriate.

8. Summer 4X10 Work Schedule Pilot Report — Bill Belknap

REPORTS

City Council

Mayor

ADJOURN

NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at adaordinator@ci.moscow.id.us at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.

Moscow City Council



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday, September 15,
2025**

7:00 PM

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

The meeting was called to order at 7:00 p.m.

PRESENT: Bryce Blankenship, Drew Davis, Sandra Kelly, Julia Parker, Gina Taruscio

ABSENT: Mayor Bettge, Hailey Lewis

STAFF: Bill Belknap, Mia Bautista, Cody Riddle, Amanda Argona, Anthony Dahlinger, Kyle Snyder, Mike Ray, Laurie M. Hopkins

PLEDGE OF ALLEGIANCE

Vice President Davis led the Pledge of Allegiance.

PROCLAMATION

Constitution Week

Acting Mayor Parker read the proclamation and presented it to Joye Dillman. Joye said she is a member of the Alice Whitman chapter of the Daughters of the American Revolution. The University of Idaho did a speech today recognizing constitution week and WSU will read the constitution aloud. There are 17 other cities/counties/school districts participating in Constitution Week. She thanked Acting Mayor Parker for issuing the proclamation.

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council September 2, 2025 Minutes - Laurie M. Hopkins

B. Approval of Payment of Claims - Sarah Decker

C. Approval of Disbursement Report August 2025 - Sarah Decker

Staff presented the August 2025 Accounts Payable Report to the Public Works / Finance Committee on September 8th, 2025. The Committee received the report and recommended approval of the disbursement report.

ACTION: Accept the Disbursements Report for the month of August 2025.

D. Moscoberfest Alcohol Use Request in Entertainment District - Amanda Argona

The Moscow Chamber of Commerce + Visitor Center is hosting their annual Moscoberfest on Saturday, October 4th, from 4 pm to 8 pm on Main Street between 3rd and 6th Streets. This event is now in its fifth year and is stylized in the spirit of fall folk festivals. The applicant anticipates no more than six (6) licensed beer and/or wine vendors, a variety of food trucks, trailers, and tents, and up to eleven (11) vendors facilitating street games, activities, and competitions. The event has been reviewed and approved as of August 25, 2024. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, the Moscow Chamber of

Commerce + Visitor Center is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Section 10-1-12; a draft resolution has been prepared for Council's consideration. This was reviewed by the Public Works/Finance Committee on September 8 and recommended for approval.

ACTION: Approve the resolution allowing for the temporary suspension of the open container law within the event footprint of Moscowberfest for the duration of the event.

E. Modest Music Fest Alcohol Use Request in Entertainment District - Amanda Argona

Humble Burger is celebrating ten (10) years as a brick & mortar with the revival of their Modest Music Fest on Saturday, September 27th, from 4:30 pm to 9 pm on Main Street between 5th and 6th Streets. The applicant will also serve as the only licensed beer and/or wine vendor, hosting several stages with live music. The event has been reviewed and approved as of August 27, 2024. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Humble Burger is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Section 10-1-12; a draft resolution has been prepared for Council's consideration. This was reviewed by the Public Works/Finance Committee on September 8 and recommended for approval.

ACTION: Approve the resolution allowing for the temporary suspension of the open container law within the event footprint of Modest Music Fest for the duration of the event.

F. Humane Society of the Palouse Services Agreement Renewal - Anthony Dahlinger

The City of Moscow's current agreement for services with the Humane Society of the Palouse (HSOP) ends September 30, 2025. The new agreement would commence on October 1, 2025, and is to be in effect for three years. The HSOP provides care and custody of dogs that are impounded by the Moscow Police Department or citizens after being found running at large or for other violations of city code. The updated agreement increases the annual compensation from \$59,899 to \$63,147 to account for Consumer Price Index increases that have outpaced the Agreement's 3% annual escalator. In addition, the agreement now allows the HSOP to place dogs being held for more than 30 days to be placed in temporary foster care with the approval of the Chief of Police, increases the extraordinary veterinary care limit when the City would be responsible for costs from \$100 to \$300, and adds a requirement for the City to compensate the HSOP for City directed impound of animals other than dogs or cats when there is no other option for the care and safety on the animals at the rate of \$10 per day. This was reviewed by the Public Works/Finance Committee on September 8, 2025 and recommended for approval.

ACTION: Approve of the Agreement for Services with the Humane Society of the Palouse.

Davis moved and Kelly seconded to approve the consent agenda as presented. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REGULAR AGENDA

2. Public Comment (limit 15 minutes)

Dan Johnson, Mayor of Lewiston, expressed his joy in walking Main Street. He also spoke on his appreciation and pleasure in working with Bill Belknap, the mayor and city council.

Austin Crowe (Moscow) summarized an encounter he had with Captain Hathaway in August and also mentioned being provided incorrect information regarding oversight of the police department. He asked the City Council to hold the MPD to the highest standards.

3. Citizen Commission Report - Farmers Market Commission - Amanda Argona / JT Manning

Argona introduced JT Manning, chair of the commission. Manning ___ complimented Argona and celebrated her. He provided the mission of the Commission and said the Moscow Farmers Market is 21st nationwide and 2nd in Idaho and the Pacific Northwest. The Halloween Costume Contest is October 26.

what are the processes for a youth vendor. Argona says ages between 6-18 are makers, growers and producers. parents are on sight to help them. that program accepts registrations throughout the season.

what are the challenges the commission anticipates. Additional infrastructure such as electricity. As there is a wait list every week, she would like to discuss expansion to the north or south.

4. Public Hearing: Park Valley Addition Preliminary Plat (ACTION ITEM) - Mike Ray

The applicant, Mike Salisbury, is requesting a preliminary plat of a 4.59-acre area to create 12 lots ranging from 7,207 to 59,241 square feet in size, referred to as Park Valley Subdivision. The subject property was originally platted as a portion of Phase III of the Southgate 3rd Addition and the applicant is requesting a replat of the property. The Planning and Zoning Commission conducted a public hearing on August 13, 2025 and recommended approval of the preliminary plat request with no conditions.

PROPOSED ACTIONS: Conduct the public hearing upon the preliminary plat and upon consideration of any testimony presented, approve the preliminary plat for Park Valley Addition and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria; or approve the preliminary plat with conditions and direct staff to prepare a Reasoned Statement of Relevant Criteria; or reject the preliminary plat and direct staff to prepare a Reasoned Statement of Relevant Criteria; or take other such action deemed appropriate.

Acting Mayor Parker explained the rules for a public hearing and opened it at 7:31 p.m.

Ray explained the City Council approved the proposed preliminary replat and rezone of the property on October 18, 2021. On November 1, 2021, the right-of-way vacation request for the Granville Street and Kismet Court public right-of-way was subsequently approved by City Council. The final plat documents were not submitted within the 18 months required by M.C.C. 5-1-8(C), so the preliminary plat approval expired. The applicant has now submitted the preliminary plat again. Ray provided additional background and details of the property.

Acting Mayor Parker asked for testimony in favor of the application.

Scott Becker (Moscow) spoke on behalf of the applicant for the design work and is available for any questions.

Acting Mayor Parker asked for testimony in opposition and then neutral testimony. Hearing none, she closed the hearing at 7:39 p.m.

Having no questions, Taruscio moved, Kelly seconded, to approve the preliminary plat for Park Valley Addition and adopt the P&Z reasoned statement of relevant criteria. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

5. Public Hearing: Sierra Vista Planned Unit Development and Preliminary Plat (ACTION ITEM) - Mike Ray

The applicant, Mike Salisbury, is requesting a proposed preliminary subdivision plat and Planned Unit Development (PUD) of a 2.97-acre area to create 8 lots ranging from 9,189 to 19,589 square feet in

size, referred to as Sierra Vista Subdivision. The subject property was originally platted as Phase III of the Southgate 3rd Addition and the applicant is requesting a replat and Planned Unit Development (PUD) on the property. The Planning and Zoning Commission conducted a public hearing on August 13, 2025 and recommended approval of the PUD and preliminary plat request with no conditions.

PROPOSED ACTIONS: Conduct the public hearing upon the PUD and preliminary plat and upon consideration of any testimony presented:

1. Approve the preliminary PUD for Sierra Vista Addition with no conditions and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria; or approve the preliminary PUD with conditions and direct staff to prepare a Reasoned Statement of Relevant Criteria; or reject the preliminary PUD and direct staff to prepare a Reasoned Statement of Relevant Criteria; or take other such action deemed appropriate.
2. If the preliminary PUD is approved, approve the preliminary plat for Sierra Vista Addition with no conditions and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria; or approve the preliminary plat with conditions and direct staff to prepare a Reasoned Statement of Relevant Criteria; or reject the preliminary plat and direct staff to prepare a Reasoned Statement of Relevant Criteria; or take other such action deemed appropriate.

Acting Mayor Parker explained the hearing process and opened the hearing at 7:39 p.m.

Ray introduced the item as written above and that the preliminary plat had expired. He provided the zoning and infrastructure details. This plat is limited to detached single-family dwellings. There are 6 building plans for 8 dwellings within the PUD. The PUD includes a private street with a hammerhead turnaround. The parkland dedication has already been met with the dedication, grading and hydroseeding of Milton Arthur Park.

Acting Mayor Parker asked for testimony in favor of the application.

Scott Becker, Hodge and Associates, speaking on behalf of the application, is here to answer any questions.

Acting Mayor Parker asked for testimony in opposition. Hearing none, she asked for neutral testimony.

Scott Sumner (Moscow) spoke in favor of the project. He noted that it connects to Castleford Street, which will be constructed as part of the Park Valley Addition. He asked if conditions would require this plat and PUD to build Castleford Street in the event Park Valley does not proceed. Belknap explained that without access to a right-of-way, this plat and PUD could not be built.

Acting Mayor Parker closed the public hearing at 7:48 p.m.

Having no questions, Taruscio moved, Blankenship seconded, to approve the preliminary PUD for Sierra Vista Addition with no conditions and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Taruscio moved, Blankenship seconded, to approve the preliminary plat for Sierra Vista Addition with no conditions and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

6. Approval of Expansion of the Moscow Police Department K9 Program (ACTION ITEM) - Anthony Dahlinger / Ryan Snyder

The Moscow Police Department is requesting approval to expand the current K9 program to include one additional narcotics detection K9. The department's sole K9, Ragnar, began his tour of duty in August 2022 and his efforts to combat illicit drugs in the community have been a great success. K9 Ragnar is currently four years old, which equates to him being approximately halfway through his working lifespan. It is the intention of the MPD to continue the use of canines to assist in keeping Moscow safe and most importantly, save lives by keeping deadly drugs like fentanyl out of the community. Expansion of the K9 program at this time is highly beneficial as it would allow for a staggered succession of the K9 units in the future. The Additional K9 would also allow the police department the ability to schedule the two K9 units to be on opposing shifts, ensuring that a K9 unit would be on patrol both during daylight and nighttime hours. Funds in the police department's FY26 Drug Investigation Expense budget (101-071-632-42) have been identified and authorized for use to purchase the second K9 animal. These are pre-existing funds stemming from prior forfeitures and seizures from criminal drug cases. Also approved in the FY26 budget on August 4, 2025, was the purchase of an additional patrol vehicle to be unfitted to become the second K9 patrol vehicle (budget line: 290-132-770-75).

PROPOSED ACTIONS: Approve the expansion of the Moscow Police Department K9 program, or take other action deemed appropriate.

Dahlinger introduced the item, emphasizing that the primary reason for acquiring an additional drug dog is to save lives. He provided information on fentanyl, noting that in 2023 Idaho had 264 opioid-related overdose deaths, 51% of which involved fentanyl. He stated that Ragnar, the current K9, was directly responsible for the seizure of more than 600 grams of narcotics and 44 arrests. Dahlinger reiterated that having two dogs provides double coverage and creates a succession plan for K9 replacements, as their working lifespan is about seven years. Snyder added that when he is off duty and a traffic stop occurs, opportunities for seizures may be missed.

In response to a question from Taruscio, Belknap explained that \$80,000 is allocated for the vehicle and upfitting for a K9 unit, and \$13,000 is available from the drug tip restricted fund for the dog and its accessories. All funds have been budgeted, but the program has not yet been approved by Council.

Davis asked about the timeline. Snyder said training consists of a 160-hour course followed by certification, with a few months anticipated before the officer is on the street. Belknap added that the vehicle would take approximately 3–4 months.

Kelly asked about the dog's age upon arrival. Snyder replied that Ragnar was one year old when acquired, and that selecting a puppy is not advisable due to uncertainty in what drives them. He explained that K9 units work regular patrol shifts, currently 12 hours a day, three days a week, and remain on call.

Blankenship asked whether moving an officer into the K9 unit would create staffing concerns. Dahlinger clarified that the K9 officer continues to serve as a primary patrol officer, with the K9 acting as an additional tool for drug-related enforcement. He noted that training costs will come from the drug expense line item, in response to a question from Taruscio.

Parker confirmed that Moscow's K9 unit has assisted other communities in Latah County. Snyder said the County has implemented a narcotics detective and ISP has also provided support in Moscow. Parker referenced a report showing Ragnar's involvement in marijuana seizures and asked for clarification. Dahlinger confirmed Ragnar is not trained to scent marijuana but noted that fentanyl seizures often coincide with marijuana being present.

Davis moved to approve the expansion of the Moscow Police Department K9 program. Taruscio seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

**7. Whitman County BUILD Grant Application Memorandum of Understanding (ACTION ITEM)
- Bill Belknap**

Whitman County has been actively working to advance improvements to Sand Road and Kirkendahl Road to provide an alternative east-west route for freight traffic to utilize to reduce traffic within downtown Pullman. This improvement would also benefit Moscow by reducing freight traffic in downtown Moscow. This route was studied in the recent Pullman-Whitman County Freight Alternatives Study completed by the Palouse Regional Transportation Planning Organization. Whitman County would like to apply for a Federal BUILD grant to complete the design and engineering for the project. As envisioned in the study, the project would begin at the Mountain View/Highway 8 intersection with the installation of a signal and continue south and then west with improvements to Mountain View Road and Palouse River Drive continuing west to U.S. Highway 195. The City and Whitman County would like to engage Welch Comer Engineers to assist with the grant application and completion of the Benefit Cost Analysis for the January application cycle. Given the tight timeline and the fact that the City already has a master services agreement with Welch-Comer, we are proposing to have the City contract with Welch in an amount not to exceed \$45,000. Whitman County would fund 70% of the cost, and the City would fund the remaining 30%, which is reflective of each entity's proportionate share of the estimated \$18.9 million project. Staff have prepared a Memorandum of Understanding (MOU) to document this joint project.

PROPOSED ACTIONS: Approve the proposed Memorandum of Understanding with Whitman County, or take other action deemed appropriate.

Belknap reported that in spring of last year, the City was informed Whitman County intended to apply for a BUILD grant for a truck route. This raised concerns that improvements on the state line could increase traffic where Moscow lacks adequate infrastructure. Staff engaged with Whitman County to discuss a potential joint application.

Whitman County's project would improve Sand Road and Kirkendahl Road to provide an alternative route for freight traffic, largely agricultural, to reduce truck traffic in downtown Pullman. City staff were concerned this could divert traffic to Palouse River Drive, which is only partially improved. As a result, the City explored partnering on a BUILD grant application to upgrade Moscow's roadways to handle potential traffic increases. The proposed route would direct traffic from Highway 8, south on Mountain View Road, and west on Palouse River Drive, with a roundabout at Mountain View and Palouse River Drive to improve flow. The total project cost is estimated at \$18.9 million, of which Moscow's share would be \$5.6 million.

Benefits to Moscow would include reduced freight and other traffic in downtown, significant federal assistance with needed transportation improvements, a traffic signal at Highway 8 and Mountain View, intersection improvements at Mountain View and East Palouse River Drive, and roadway upgrades—including widening, bike lanes, sidewalks, and pavement improvements—on Mountain View and both East and West Palouse River Drive. The BUILD program funds both planning/design and construction, with applications due in late January. The proposed MOU would remain in effect through submission of the application and would not bind either entity to future commitments. If awarded, a subsequent agreement would be required.

Kelly raised concerns about potential future changes, such as new schools or alternative routes. Belknap explained that if the grant is submitted in January, awards would be announced by late summer, with design agreements likely in the fall. Design would take approximately three years. If the City does not

partner and Whitman County proceeds, Moscow could face increased truck traffic on existing substandard roadways. He noted that the City has received a grant for the bridge on the west end of Palouse River Drive, and the North Latah Highway District will replace its bridge in the same area. LHTAC is addressing sight distance between the bridges. Whitman County estimates 200 trucks per day, while Mountain View Road carries 5,000 vehicles daily. Palouse River Drive, classified as a minor arterial, carries 1,500 vehicles but is designed to handle 7,000–8,000 vehicles once improved. Staff do not expect traffic volumes to be a concern.

Davis emphasized this is a truck route, not a bypass, and noted the City has worked for 20 years to complete Mountain View Road. Partnering on this project could finally achieve the upgrades, and collaboration allows Moscow to be part of the solution rather than leaving improvements solely to Whitman County.

Taruscio highlighted the benefits of additional traffic signals and intersection improvements, which have been long needed. She asked if these were included in the City's Capital Improvement Plan. Belknap responded that only the frontage on the ball field property is programmed in the next five years. He added that ITD plans to install a signal at Highway 8 and Mountain View in 2029, which could occur before construction under this project. He noted that securing grant funding would significantly benefit the community.

Blankenship asked about Moscow's relationship with Welch Comer. Belknap said the firm has been engaged on several projects, including the downtown design, and that FCS—who completed the City's rate studies—would conduct the benefit-cost analysis. Davis clarified that Welch Comer serves as the design engineer but does not construct projects.

Parker observed that much of the truck traffic would be seasonal and agricultural. She noted Palouse River Drive was originally a county road and, if improved, would not resemble its current condition, as it would include curbs, bike lanes, and other upgrades. She added that the collaboration could be a “win-win” for both jurisdictions and emphasized that the project would not result in truck traffic traveling north on Mountain View Road to D Street, as previously considered by ITD.

Kelly moved to approve the proposed Memorandum of Understanding with Whitman County. Davis seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REPORTS

City Council

Moscow Urban Renewal Agency – Davis reported the 6th and Jackson RFP will go out in the fall. The site is being studied and DEQ monies are available.

Farmers Market Commission – Davis said the commission has events coming up such as the Halloween costume contest.

Moscow Tree Commission – Taruscio said the Commission has one vacant position. They will attend the Farmers Market and will be giving seedlings away. Their annual report to council is on November 3.

Transportation Commission – Taruscio said the Commission discussed scooters and bikes on sidewalks.

Moscow Volunteer Fire Department – Kelly reported the Department is getting ready for the homecoming breakfast.

Moscow Arts Commission – Blankenship said the Commission is working on projects and received a report from Cody Riddle about the needs for the East City Park stage.

Fair and Affordable Housing Commission – Parker said the Commission drafted a letter to the council regarding a housing authority.

Council members spoke on other meetings and events they attended.

Mayor

No report.

ADJOURN

It was moved, seconded and mutually agreed upon to adjourn at 9:00 p.m.

Arthur D. Bettge, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk



Accounts Payable Checks for Approval

October 01, 2025 04:02 PM

jlopez

Check #	Check Date	Fund	Account	Vendor Name	Amount
10	09/30/2025	Fleet Management Fund	Operations & Maintenance Parts	Nelson Tire LLC	\$428.46
10	09/30/2025	Fleet Management Fund	Operations & Maintenance Parts	Nelson Tire LLC	\$(428.46)
Check Total:					\$0.00
113989	09/17/2025	Streets Fund	Traffic Control	ADVANCED TRAFFIC PRODUCTS	\$685.60
Check Total:					\$685.60
113990	09/17/2025	General Fund	Professional Services	Aladtec, LLC	\$10,104.00
Check Total:					\$10,104.00
113991	09/17/2025	General Fund	Department Supplies	ALSCO, INC.	\$28.54
113991	09/17/2025	General Fund	Department Supplies	ALSCO, INC.	\$28.54
Check Total:					\$57.08
113992	09/17/2025	Water Fund	Professional Services	Anatek Labs, Inc.	\$267.75
113992	09/17/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.	\$267.75
113992	09/17/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.	\$210.00
113992	09/17/2025	Water Fund	Professional Services	Anatek Labs, Inc.	\$200.00
Check Total:					\$945.50
113993	09/17/2025	Streets Fund	Uniform Expense	ARTBEAT, INC.	\$13.00
113993	09/17/2025	Water Fund	Uniform Expense	ARTBEAT, INC.	\$65.00
113993	09/17/2025	Water Fund	Uniform Expense	ARTBEAT, INC.	\$39.00
113993	09/17/2025	Streets Fund	Uniform Expense	ARTBEAT, INC.	\$39.00
113993	09/17/2025	Streets Fund	Uniform Expense	ARTBEAT, INC.	\$216.00
113993	09/17/2025	Water Fund	Uniform Expense	ARTBEAT, INC.	\$26.00
Check Total:					\$398.00
113994	09/17/2025	Information Systems Fund	Professional Services - IS	Blue Logix, LLC	\$340.00
113994	09/17/2025	Information Systems Fund	Professional Services - IS	Blue Logix, LLC	\$765.00
Check Total:					\$1,105.00
113995	09/17/2025	Recreation & Culture	R & M - Grounds	C.K Excavation LLC	\$2,060.00
Check Total:					\$2,060.00
113996	09/17/2025	Recreation & Culture	Moscow Farmers Market Programs	Calhoun Family Fruit	\$10.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$10.00
113997	09/17/2025	Water Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$9.13
113997	09/17/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$124.14
113997	09/17/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$30.06
113997	09/17/2025	Sewer Fund	Office Supplies	CANON SOLUTIONS AMERICA, INC.	\$112.55
113997	09/17/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$176.20
113997	09/17/2025	Water Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$65.45
113997	09/17/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$83.74
113997	09/17/2025	Information Systems Fund	Department Supplies	CANON SOLUTIONS AMERICA, INC.	\$30.78
113997	09/17/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$38.34
113997	09/17/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$5.14
113997	09/17/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$60.85
Check Total:					\$736.38
113998	09/17/2025	Recreation & Culture	Moscow Farmers Market Programs	City of Moscow	\$18.00
Check Total:					\$18.00
113999	09/17/2025	General Fund	Recruitment Expense	CLEARVIEW EYE CLINIC LTD	\$50.00
Check Total:					\$50.00
114000	09/17/2025	Water Fund	Meters	CONSOLIDATED SUPPLY CO.	\$1,537.23
114000	09/17/2025	Water Fund	Meters	CONSOLIDATED SUPPLY CO.	\$1,135.48
114000	09/17/2025	Water Fund	Meters	CONSOLIDATED SUPPLY CO.	\$4,698.69
114000	09/17/2025	Water Fund	Meters	CONSOLIDATED SUPPLY CO.	\$75.13
114000	09/17/2025	Water Fund	Meters	CONSOLIDATED SUPPLY CO.	\$39.02
Check Total:					\$7,485.55
114001	09/17/2025	Water Fund	Uniform Expense	Crown Enterprises	\$149.97
Check Total:					\$149.97
114002	09/17/2025	General Fund	Department Supplies	FAST SIGNS	\$198.90
Check Total:					\$198.90
114003	09/17/2025	General Fund	Professional Services	Gallagher Benefit Services	\$3,333.33
Check Total:					\$3,333.33
114004	09/17/2025	Water Fund	Operations & Maintenance Parts	H.D. FOWLER COMPANY	\$744.20
Check Total:					\$744.20
114005	09/17/2025	MSD Community Play Fields	R & M - Grounds	HAHN RENTAL CENTER, INC.	\$286.89
114005	09/17/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00
114005	09/17/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00
114005	09/17/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00
114005	09/17/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
114005	09/17/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00
114005	09/17/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	\$143.00
Check Total:					\$1,144.89
114006	09/17/2025	Streets Fund	Maintenance	HERCO, INC.	\$1,030.16
114006	09/17/2025	Streets Fund	Maintenance	HERCO, INC.	\$1,033.32
Check Total:					\$2,063.48
114007	09/17/2025	Sewer Fund	R & M - Equipment	Home Depot U.S.A, Inc.	\$79.17
114007	09/17/2025	Sewer Fund	R & M - Equipment	Home Depot U.S.A, Inc.	\$29.14
Check Total:					\$108.31
114008	09/17/2025	Recreation & Culture	R & M - Grounds	HORIZON	\$2,200.53
Check Total:					\$2,200.53
114009	09/17/2025	Recreation & Culture	Concession Supplies	IDAHO BEVERAGES, INC.	\$36.00
Check Total:					\$36.00
114010	09/17/2025	General Fund	Miscellaneous Services & Charges	IDAHO STATE POLICE	\$69.50
Check Total:					\$69.50
114011	09/17/2025	Water Fund	Lab Supplies	IDEXX DISTRIBUTION, INC.	\$2,472.66
Check Total:					\$2,472.66
114012	09/17/2025	Recreation & Culture	Department Supplies	Inland North Waste	\$12.33
114012	09/17/2025	General Fund	Department Supplies	Inland North Waste	\$6.90
Check Total:					\$19.23
114013	09/17/2025	Streets Fund	Traffic Control	InterMountain Sign & Safety, Inc.	\$240.00
Check Total:					\$240.00
114014	09/17/2025	Sewer Capital Fund	WRRF Facility Improvements	J-U-B ENGINEERS, INC.	\$894.70
Check Total:					\$894.70
114015	09/17/2025	General Fund	Human Rights Commission	Jana Argersinger	\$116.37
Check Total:					\$116.37
114016	09/17/2025	General Fund	Professional Services	Joe Palfini	\$270.00
Check Total:					\$270.00
114017	09/17/2025	General Fund	R & M - Equipment	L.N. Curtis & Sons	\$333.90
114017	09/17/2025	General Fund	Minor Equipment	L.N. Curtis & Sons	\$5,657.00
114017	09/17/2025	General Fund	R & M - Equipment	L.N. Curtis & Sons	\$366.14
Check Total:					\$6,357.04
114018	09/17/2025	General Fund	Office Supplies	LANDGROVE COFFEE, INC.	\$298.75

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$298.75
114019	09/17/2025	Streets Fund	Professional Development	Lisa Saban	\$10.00
Check Total:					\$10.00
114020	09/17/2025	General Fund	Miscellaneous Services & Charges	LYNN CARD CO	\$88.95
Check Total:					\$88.95
114021	09/17/2025	General Fund	R & M - Buildings	MALLORY SAFETY & SUPPLY LLC	\$944.47
Check Total:					\$944.47
114022	09/17/2025	Water Fund	Operations & Maintenance Parts	McCoy Plumbing & Heating, Inc.	\$17.95
Check Total:					\$17.95
114023	09/17/2025	Water Fund	Professional Services	Mchugh Bromley, PLLC	\$1,184.00
Check Total:					\$1,184.00
114024	09/17/2025	General Fund	Professional Services	Minert & Associates, Inc.	\$204.00
Check Total:					\$204.00
114025	09/17/2025	Recreation & Culture	Events & Programs	Miriam Akervall	\$1,000.00
Check Total:					\$1,000.00
114026	09/17/2025	Sewer Fund	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$50.98
114026	09/17/2025	Streets Fund	Traffic Control	MOSCOW & PULLMAN BUILDING SUPPLY	\$31.34
114026	09/17/2025	General Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$15.99
114026	09/17/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$36.00
114026	09/17/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$27.87
114026	09/17/2025	Recreation & Culture	R & M - Equipment	MOSCOW & PULLMAN BUILDING SUPPLY	\$13.49
114026	09/17/2025	General Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$88.00
114026	09/17/2025	Water Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$16.00
114026	09/17/2025	General Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$12.84
114026	09/17/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$11.36
114026	09/17/2025	General Fund	Downtown Maintenance	MOSCOW & PULLMAN BUILDING SUPPLY	\$93.94
114026	09/17/2025	General Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$16.99
114026	09/17/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$24.78
114026	09/17/2025	General Fund	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$1.60
114026	09/17/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$60.94
114026	09/17/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$27.50
114026	09/17/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$11.08
114026	09/17/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$337.98
114026	09/17/2025	Fleet Management Fund	Operations & Maintenance Parts	MOSCOW & PULLMAN BUILDING SUPPLY	\$12.82
114026	09/17/2025	Water Fund	Other Miscellaneous Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$141.37
114026	09/17/2025	Recreation & Culture	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$3.32
114026	09/17/2025	Transit Center	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$35.49

Check #	Check Date	Fund	Account	Vendor Name	Amount
114026	09/17/2025	General Fund	Downtown Maintenance	MOSCOW & PULLMAN BUILDING SUPPLY	\$68.96
114026	09/17/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$10.03
114026	09/17/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$23.49
114026	09/17/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$20.68
114026	09/17/2025	Recreation & Culture	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$8.49
114026	09/17/2025	General Fund	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$22.71
114026	09/17/2025	Water Fund	Other Miscellaneous Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$51.98
114026	09/17/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$56.19
114026	09/17/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$19.98
114026	09/17/2025	Recreation & Culture	R & M - Grounds	MOSCOW & PULLMAN BUILDING SUPPLY	\$9.19
114026	09/17/2025	Recreation & Culture	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$8.99
114026	09/17/2025	Recreation & Culture	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$19.99
114026	09/17/2025	General Fund	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$12.49
114026	09/17/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$1.12
114026	09/17/2025	Recreation & Culture	R & M - Buildings	MOSCOW & PULLMAN BUILDING SUPPLY	\$46.90
114026	09/17/2025	Water Fund	Operations & Maintenance Parts	MOSCOW & PULLMAN BUILDING SUPPLY	\$47.00
114026	09/17/2025	Recreation & Culture	Department Supplies	MOSCOW & PULLMAN BUILDING SUPPLY	\$8.26
Check Total:					\$1,508.13
114027	09/17/2025	Sewer Fund	Office Supplies	MOSCOW AMBULANCE COMPANY	\$73.00
Check Total:					\$73.00
114028	09/17/2025	Recreation & Culture	Special Events	Moscow Apparel Co.	\$282.80
Check Total:					\$282.80
114029	09/17/2025	Streets Fund	Maintenance	MOTLEY-MOTLEY, INC.	\$1,262.43
Check Total:					\$1,262.43
114030	09/17/2025	Streets Fund	Traffic Control	MUNDY'S MACHINE & WELDING	\$101.81
114030	09/17/2025	Sewer Fund	R & M - Equipment	MUNDY'S MACHINE & WELDING	\$647.47
Check Total:					\$749.28
114031	09/17/2025	MSD Community Play Fields	R & M - Grounds	NORTH IDAHO CRUSHING, INC.	\$40.00
114031	09/17/2025	MSD Community Play Fields	R & M - Grounds	NORTH IDAHO CRUSHING, INC.	\$791.10
114031	09/17/2025	MSD Community Play Fields	R & M - Grounds	NORTH IDAHO CRUSHING, INC.	\$284.40
114031	09/17/2025	Streets Fund	Maintenance	NORTH IDAHO CRUSHING, INC.	\$335.70
114031	09/17/2025	Streets Fund	Maintenance	NORTH IDAHO CRUSHING, INC.	\$229.95
Check Total:					\$1,681.15
114032	09/17/2025	Water Fund	Water Conservation Program	North Latah County Highway District	\$50.00
Check Total:					\$50.00
114033	09/17/2025	Water Fund	Office Supplies	ODP Business Solutions LLC	\$2,827.49
114033	09/17/2025	General Fund	Office Supplies	ODP Business Solutions LLC	\$50.90

Check #	Check Date	Fund	Account	Vendor Name	Amount
114033	09/17/2025	General Fund	Office Supplies	ODP Business Solutions LLC	\$83.98
114033	09/17/2025	Water Fund	R & M - Equipment	ODP Business Solutions LLC	\$216.69
Check Total:					\$3,179.06
114034	09/17/2025	Streets Fund	Maintenance	Omega Electric	\$73.50
Check Total:					\$73.50
114035	09/17/2025	Recreation & Culture	Moscow Farmers Market Programs	PATTY'S MEXICAN KITCHEN & CATERING	\$14.00
Check Total:					\$14.00
114036	09/17/2025	Recreation & Culture	R & M - Grounds	PLANTS OF THE WILD	\$384.00
Check Total:					\$384.00
114037	09/17/2025	General Fund	Miscellaneous Services & Charges	POINT EMBLEMS LLC	\$145.00
Check Total:					\$145.00
114038	09/17/2025	Information Systems Fund	Telephones & Communications	PORT OF WHITMAN COUNTY	\$502.91
Check Total:					\$502.91
114039	09/17/2025	Recreation & Culture	Department Supplies	Rosauers Supermarkets, Inc.	\$39.22
114039	09/17/2025	Recreation & Culture	Special Events	Rosauers Supermarkets, Inc.	\$14.99
Check Total:					\$54.21
114040	09/17/2025	Stormwater Fund	Professional Services	SmartCover Systems	\$977.00
Check Total:					\$977.00
114041	09/17/2025	Transit Center	Janitorial Services & Supplies	SUPERIOR FLOORS, INC.	\$565.25
114041	09/17/2025	Water Fund	Janitorial Services & Supplies	SUPERIOR FLOORS, INC.	\$450.00
114041	09/17/2025	General Fund	Janitorial Services & Supplies	SUPERIOR FLOORS, INC.	\$763.00
Check Total:					\$1,778.25
114042	09/17/2025	Sewer Fund	Professional Services	SwiftComply US OpCo, Inc	\$3,307.50
Check Total:					\$3,307.50
114043	09/17/2025	Recreation & Culture	Moscow Farmers Market Programs	Taylor Namahoe	\$150.00
Check Total:					\$150.00
114044	09/17/2025	Sewer Fund	Chemicals	THATCHER COMPANY OF MONTANA	\$9,909.76
Check Total:					\$9,909.76
114045	09/17/2025	Recreation & Culture	R & M - Buildings	The Lock Shop of North Idaho, Inc.	\$59.00
114045	09/17/2025	Recreation & Culture	R & M - Buildings	The Lock Shop of North Idaho, Inc.	\$18.75
Check Total:					\$77.75
114046	09/17/2025	Recreation & Culture	R & M - Equipment	The Pressure Dr. Sales & Service	\$493.00
Check Total:					\$493.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
114047	09/17/2025	Sewer Fund	R & M - Equipment	TMG SERVICES, INC.	\$567.75
114047	09/17/2025	Sewer Fund	R & M - Equipment	TMG SERVICES, INC.	\$701.68
Check Total:					\$1,269.43
114048	09/17/2025	Recreation & Culture	Moscow Farmers Market Programs	Toni Salerno	\$12.00
Check Total:					\$12.00
114049	09/17/2025	Recreation & Culture	Moscow Farmers Market Programs	TONNEMAKER HILL FARM	\$20.00
Check Total:					\$20.00
114050	09/17/2025	General Fund	Advertising & Publishing	TRIBUNE PUBLISHING COMPANY	\$145.72
Check Total:					\$145.72
114051	09/17/2025	General Fund	Uniform Expense	Uniforms2Gear,Inc.	\$132.00
114051	09/17/2025	General Fund	Uniform Expense	Uniforms2Gear,Inc.	\$390.92
114051	09/17/2025	General Fund	Uniform Expense	Uniforms2Gear,Inc.	\$141.38
Check Total:					\$664.30
114052	09/17/2025	Water Fund	PBAC Participation	University of Idaho	\$53,750.00
Check Total:					\$53,750.00
114053	09/17/2025	Water Fund	Department Supplies	USABLUEBOOK	\$2,551.54
114053	09/17/2025	Water Fund	Department Supplies	USABLUEBOOK	\$1,813.40
Check Total:					\$4,364.94
114054	09/17/2025	General Fund	Recruitment Expense	Weeks and Vietri Counseling	\$50.00
Check Total:					\$50.00
114055	09/17/2025	Recreation & Culture	Third Street Gallery	Wildflour, LLC	\$855.00
Check Total:					\$855.00
114056	09/24/2025	Water Capital Fund	Improvements	Accelerated Construction	\$172,721.02
Check Total:					\$172,721.02
114057	09/24/2025	General Fund	Janitorial Services & Supplies	ALSCO, INC.	\$48.73
114057	09/24/2025	General Fund	Janitorial Services & Supplies	ALSCO, INC.	\$17.39
114057	09/24/2025	General Fund	Janitorial Services & Supplies	ALSCO, INC.	\$17.39
114057	09/24/2025	General Fund	Janitorial Services & Supplies	ALSCO, INC.	\$48.73
Check Total:					\$132.24
114058	09/24/2025	Capital Projects Fund	Roadway Improvement Program	ALTA SCIENCE AND ENGINEERING INC	\$2,192.11
114058	09/24/2025	Capital Projects Fund	Roadway Improvement Program	ALTA SCIENCE AND ENGINEERING INC	\$173.65
114058	09/24/2025	Capital Projects Fund	Roadway Improvement Program	ALTA SCIENCE AND ENGINEERING INC	\$1,050.48
114058	09/24/2025	Capital Projects Fund	Roadway Improvement Program	ALTA SCIENCE AND ENGINEERING INC	\$83.21
Check Total:					\$3,499.45

Check #	Check Date	Fund	Account	Vendor Name	Amount
114059	09/24/2025	General Fund	R & M - Buildings	AM HARDWARE, INC.	\$160.00
Check Total:					\$160.00
114060	09/24/2025	Fleet Management Fund	Shop Supplies	Amazon Capital Services	\$13.98
114060	09/24/2025	Fleet Management Fund	R & M - Equipment	Amazon Capital Services	\$171.96
Check Total:					\$185.94
114061	09/24/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.	\$210.00
114061	09/24/2025	Water Fund	Professional Services	Anatek Labs, Inc.	\$200.00
114061	09/24/2025	Water Fund	Professional Services	Anatek Labs, Inc.	\$220.00
114061	09/24/2025	Water Fund	Professional Services	Anatek Labs, Inc.	\$200.00
Check Total:					\$830.00
114062	09/24/2025	Sewer Capital Fund	Lift Station Renovations	Ardurra Group, Inc.	\$13,321.75
Check Total:					\$13,321.75
114063	09/24/2025	General Fund	Uniform Expense	ARTBEAT, INC.	\$65.00
Check Total:					\$65.00
114064	09/24/2025	Sewer Fund	Utility Accounts Receivable	BILL AND MELISSA MARTSON	\$51.13
114064	09/24/2025	Water Fund	Utility Accounts Receivable	BILL AND MELISSA MARTSON	\$38.48
114064	09/24/2025	Sanitation Fund	Utility Accounts Receivable	BILL AND MELISSA MARTSON	\$19.82
114064	09/24/2025	Stormwater Fund	Utility Accounts Receivable	BILL AND MELISSA MARTSON	\$15.01
114064	09/24/2025	Water Fund	Utility Accounts Receivable	BILL AND MELISSA MARTSON	\$14.78
Check Total:					\$139.22
114065	09/24/2025	General Fund	Uniform Cleaning	BLUE RIBBON LINEN SUPPLY, INC.	\$353.50
Check Total:					\$353.50
114066	09/24/2025	Recreation & Culture	Professional Services	CHERLE PATRICIA POULSON	\$3,294.50
Check Total:					\$3,294.50
114067	09/24/2025	Sanitation Fund	Utility Accounts Receivable	CHRISTIAN SHEARER	\$147.54
Check Total:					\$147.54
114068	09/24/2025	Water Fund	Utility Accounts Receivable	CHRISTOPHER RAU	\$121.80
Check Total:					\$121.80
114069	09/24/2025	Recreation & Culture	Moscow Farmers Market Programs	City of Moscow	\$30.00
Check Total:					\$30.00
114071	09/24/2025	Water Fund	Meters	CONSOLIDATED SUPPLY CO.	\$(810.48)
114071	09/24/2025	Water Fund	Meters	CONSOLIDATED SUPPLY CO.	\$274.48
114071	09/24/2025	Water Fund	Meters	CONSOLIDATED SUPPLY CO.	\$45.50
114071	09/24/2025	Water Fund	Meters	CONSOLIDATED SUPPLY CO.	\$6,646.96

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$6,156.46
114072	09/24/2025	Recreation & Culture	R & M - Grounds	Crazy Plant Haven LLC	\$734.50
Check Total:					\$734.50
114073	09/24/2025	Sanitation Fund	Utility Accounts Receivable	DAVID SEARIGHT	\$162.80
Check Total:					\$162.80
114074	09/24/2025	General Fund	Uniform Expense	Eagle Engraving, Inc.	\$12.85
Check Total:					\$12.85
114075	09/24/2025	Recreation & Culture	Events & Programs	Elizabeth Harwood	\$500.00
Check Total:					\$500.00
114076	09/24/2025	Water Fund	Water Conservation Program	Ernesto Chacon	\$150.00
Check Total:					\$150.00
114077	09/24/2025	General Fund	Janitorial Services & Supplies	EVCAR, INC.	\$3,333.42
114077	09/24/2025	Transit Center	Janitorial Services & Supplies	EVCAR, INC.	\$926.25
114077	09/24/2025	Recreation & Culture	Janitorial Services & Supplies	EVCAR, INC.	\$123.50
114077	09/24/2025	Streets Fund	Janitorial Services & Supplies	EVCAR, INC.	\$123.50
114077	09/24/2025	Fleet Management Fund	Janitorial Services & Supplies	EVCAR, INC.	\$123.50
Check Total:					\$4,630.17
114078	09/24/2025	General Fund	Department Supplies	FAST SIGNS	\$411.35
Check Total:					\$411.35
114079	09/24/2025	Fleet Management Fund	Operations & Maintenance Parts	FMI Equipment	\$(59.37)
114079	09/24/2025	Fleet Management Fund	Operations & Maintenance Parts	FMI Equipment	\$1,048.87
Check Total:					\$989.50
114080	09/24/2025	Fleet Management Fund	Operations & Maintenance Parts	GORDON TRUCK CENTERS, INC.	\$(125.00)
114080	09/24/2025	Fleet Management Fund	Operations & Maintenance Parts	GORDON TRUCK CENTERS, INC.	\$291.04
Check Total:					\$166.04
114081	09/24/2025	Sewer Fund	R & M - Equipment	GRAINGER, INC.	\$1,215.11
Check Total:					\$1,215.11
114082	09/24/2025	Recreation & Culture	R & M - Grounds	Greenacres Nursery	\$262.50
114082	09/24/2025	Recreation & Culture	R & M - Grounds	Greenacres Nursery	\$605.25
Check Total:					\$867.75
114083	09/24/2025	Sewer Fund	Utility Accounts Receivable	GURTEJ SAINI & SUHAIL SAINI	\$32.38
114083	09/24/2025	Water Fund	Utility Accounts Receivable	GURTEJ SAINI & SUHAIL SAINI	\$24.37
114083	09/24/2025	Sanitation Fund	Utility Accounts Receivable	GURTEJ SAINI & SUHAIL SAINI	\$12.79
114083	09/24/2025	Water Fund	Utility Accounts Receivable	GURTEJ SAINI & SUHAIL SAINI	\$5.43

Check #	Check Date	Fund	Account	Vendor Name	Amount
114083	09/24/2025	Sanitation Fund	Utility Accounts Receivable	GURTEJ SAINI & SUHAIL SAINI	\$2.51
114083	09/24/2025	Stormwater Fund	Utility Accounts Receivable	GURTEJ SAINI & SUHAIL SAINI	\$1.19
Check Total:					\$78.67
114084	09/24/2025	Fleet Management Fund	Operations & Maintenance Parts	HAHN RENTAL CENTER, INC.	\$34.46
Check Total:					\$34.46
114085	09/24/2025	Recreation & Culture	Moscow Farmers Market Programs	Henna Rose	\$10.00
Check Total:					\$10.00
114086	09/24/2025	General Fund	Department Supplies	HOWARD HUGHES APPLIANCE & TV	\$2,200.00
Check Total:					\$2,200.00
114087	09/24/2025	Sewer Fund	Lab Supplies	IDEXX DISTRIBUTION, INC.	\$337.78
Check Total:					\$337.78
114088	09/24/2025	Water Fund	Water Conservation Program	Inland North Waste	\$10.00
Check Total:					\$10.00
114089	09/24/2025	Recreation & Culture	R & M - Buildings	Integrity Electric and Construction	\$255.00
Check Total:					\$255.00
114090	09/24/2025	General Fund	Dues, Subscriptions & Memberships	International Code Council, Inc.	\$170.00
Check Total:					\$170.00
114091	09/24/2025	General Fund	Office Supplies	J & H PRINTING, INC.	\$51.05
Check Total:					\$51.05
114092	09/24/2025	General Fund	Refunds & Reimbursements	Jamie Romero	\$2,000.00
Check Total:					\$2,000.00
114093	09/24/2025	Fleet Management Fund	Operations & Maintenance Parts	JESS FORD OF PULLMAN	\$58.65
114093	09/24/2025	Fleet Management Fund	Operations & Maintenance Parts	JESS FORD OF PULLMAN	\$136.98
114093	09/24/2025	Fleet Management Fund	Operations & Maintenance Parts	JESS FORD OF PULLMAN	\$230.90
Check Total:					\$426.53
114094	09/24/2025	Sewer Fund	Utility Accounts Receivable	JORDAN CLAPPER	\$15.22
114094	09/24/2025	Water Fund	Utility Accounts Receivable	JORDAN CLAPPER	\$11.46
114094	09/24/2025	Sanitation Fund	Utility Accounts Receivable	JORDAN CLAPPER	\$7.57
114094	09/24/2025	Water Fund	Utility Accounts Receivable	JORDAN CLAPPER	\$3.61
114094	09/24/2025	Stormwater Fund	Utility Accounts Receivable	JORDAN CLAPPER	\$1.42
Check Total:					\$39.28
114095	09/24/2025	Recreation & Culture	Events & Programs	Kelsey Grafton	\$125.00
Check Total:					\$125.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
114096	09/24/2025	Water Fund	Utility Accounts Receivable	KICK ASSET MANAGEMENT LLC	\$98.80
				Check Total:	\$98.80
114097	09/24/2025	Sewer Fund	Utility Accounts Receivable	KICK ASSET MANAGEMENT LLC	\$59.48
114097	09/24/2025	Sanitation Fund	Utility Accounts Receivable	KICK ASSET MANAGEMENT LLC	\$49.16
114097	09/24/2025	Stormwater Fund	Utility Accounts Receivable	KICK ASSET MANAGEMENT LLC	\$11.52
114097	09/24/2025	Water Fund	Utility Accounts Receivable	KICK ASSET MANAGEMENT LLC	\$5.95
114097	09/24/2025	Water Fund	Utility Accounts Receivable	KICK ASSET MANAGEMENT LLC	\$1.96
				Check Total:	\$128.07
114098	09/24/2025	Sewer Fund	Office Supplies	LANDGROVE COFFEE, INC.	\$291.00
				Check Total:	\$291.00
114099	09/24/2025	Fleet Management Fund	Operations & Maintenance Parts	LES SCHWAB TIRE CENTERS	\$271.98
				Check Total:	\$271.98
114100	09/24/2025	General Fund	Dues, Subscriptions & Memberships	LEWISTON TRIBUNE	\$300.00
				Check Total:	\$300.00
114101	09/24/2025	Recreation & Culture	Refunds & Reimbursements	Li Zhang	\$84.80
				Check Total:	\$84.80
114102	09/24/2025	Fleet Management Fund	Operations & Maintenance Parts	Mac's Cycle	\$413.30
				Check Total:	\$413.30
114103	09/24/2025	General Fund	R & M - Buildings	Mike's Mechanical Services	\$4,503.96
				Check Total:	\$4,503.96
114104	09/24/2025	Recreation & Culture	Moscow Farmers Market Programs	Moscow Apparel Co.	\$1,218.50
				Check Total:	\$1,218.50
114105	09/24/2025	General Fund	Travel & Meetings	MOSCOW CHAMBER OF COMMERCE, INC.	\$26.00
114105	09/24/2025	General Fund	Travel & Meetings	MOSCOW CHAMBER OF COMMERCE, INC.	\$26.00
				Check Total:	\$52.00
114106	09/24/2025	Fleet Management Fund	Operations & Maintenance Parts	Mr. Windshield	\$640.00
				Check Total:	\$640.00
114107	09/24/2025	General Fund	Uniform Expense	N-Ear, Inc.	\$2,479.83
				Check Total:	\$2,479.83
114108	09/24/2025	General Fund	Downtown Maintenance	NORCO, INC.	\$43.45
114108	09/24/2025	Sewer Fund	Department Supplies	NORCO, INC.	\$22.38
				Check Total:	\$65.83
114109	09/24/2025	Fleet Management Fund	Shop Supplies	NORTHWEST LIFT & EQUIPMENT LLC	\$2,842.70

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$2,842.70
114110	09/24/2025	Recreation & Culture	R & M - Grounds	Northwest Playground Equipment	\$277.20
Check Total:					\$277.20
114111	09/24/2025	Sewer Fund	Chemicals	OXARC, INC.	\$5,421.17
Check Total:					\$5,421.17
114112	09/24/2025	Recreation & Culture	Professional Services	Palouse Pickleball Club	\$794.00
Check Total:					\$794.00
114113	09/24/2025	Fleet Management Fund	Operations & Maintenance Parts	Pape Machinery, Inc.	\$634.08
Check Total:					\$634.08
114114	09/24/2025	General Fund	Section 125 Administration	Peak 1 Administration, LLC	\$676.80
114114	09/24/2025	General Fund	Professional Services	Peak 1 Administration, LLC	\$9.00
114114	09/24/2025	General Fund	Professional Services	Peak 1 Administration, LLC	\$40.00
Check Total:					\$725.80
114115	09/24/2025	Fleet Management Fund	Operations & Maintenance Parts	Rebel Creek Properties LLC	\$693.00
Check Total:					\$693.00
114116	09/24/2025	Recreation & Culture	Professional Services	Reliant Engineering, PLLC	\$650.00
Check Total:					\$650.00
114117	09/24/2025	Recreation & Culture	Department Supplies	Rosauers Supermarkets, Inc.	\$47.96
114117	09/24/2025	Water Fund	Water Conservation Program	Rosauers Supermarkets, Inc.	\$29.96
Check Total:					\$77.92
114118	09/24/2025	Fleet Management Fund	Minor Equipment	SNAP-ON INC.	\$6,297.39
114118	09/24/2025	Fleet Management Fund	Minor Equipment	SNAP-ON INC.	\$1,156.03
Check Total:					\$7,453.42
114119	09/24/2025	Recreation & Culture	Chemicals	Spence Sales & Service	\$1,846.35
114119	09/24/2025	Recreation & Culture	R & M - Grounds	Spence Sales & Service	\$3,980.67
114119	09/24/2025	Recreation & Culture	Department Supplies	Spence Sales & Service	\$1,157.70
114119	09/24/2025	Fleet Management Fund	Operations & Maintenance Parts	Spence Sales & Service	\$84.99
Check Total:					\$7,069.71
114120	09/24/2025	Sewer Fund	R & M - Equipment	Stoneway Electric Supply Co.	\$1,193.58
114120	09/24/2025	Transit Center	R & M - Buildings	Stoneway Electric Supply Co.	\$20.18
114120	09/24/2025	Recreation & Culture	R & M - Buildings	Stoneway Electric Supply Co.	\$45.87
114120	09/24/2025	Recreation & Culture	R & M - Grounds	Stoneway Electric Supply Co.	\$3,243.37
Check Total:					\$4,503.00
114121	09/24/2025	General Fund	Janitorial Services & Supplies	SUPERIOR FLOORS, INC.	\$1,237.50

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$1,237.50
114122	09/24/2025	Recreation & Culture	R & M - Grounds	SYG NURSERY & LANDSCAPING, INC.	\$73.37
Check Total:					\$73.37
114123	09/24/2025	Fleet Management Fund	Operations & Maintenance Parts	TITAN TRUCK EQUIPMENT	\$2,783.47
Check Total:					\$2,783.47
114124	09/24/2025	Sewer Fund	R & M - Equipment	TMG SERVICES, INC.	\$2,908.48
Check Total:					\$2,908.48
114125	09/24/2025	General Fund	Advertising & Publishing	TRIBUNE PUBLISHING COMPANY	\$41.16
Check Total:					\$41.16
114126	09/24/2025	Streets Fund	Professional Development	Tyler Palmer	\$472.98
Check Total:					\$472.98
114127	09/24/2025	General Fund	Uniform Expense	Uniforms2Gear,Inc.	\$707.40
114127	09/24/2025	General Fund	Uniform Expense	Uniforms2Gear,Inc.	\$1,526.82
114127	09/24/2025	General Fund	Uniform Expense	Uniforms2Gear,Inc.	\$345.29
Check Total:					\$2,579.51
114128	09/24/2025	Recreation & Culture	Community Event Programs	University of Idaho -	\$7,779.90
Check Total:					\$7,779.90
114129	09/24/2025	Water Fund	Chemicals	USABUEBOOK	\$619.30
Check Total:					\$619.30
114130	09/24/2025	Recreation & Culture	Department Supplies	Walter E. Nelson Co.	\$172.40
114130	09/24/2025	Water Fund	Other Miscellaneous Supplies	Walter E. Nelson Co.	\$161.58
114130	09/24/2025	General Fund	Department Supplies	Walter E. Nelson Co.	\$301.76
Check Total:					\$635.74
114131	09/24/2025	Capital Projects Fund	Buildings	Wellens General Contractor	\$528,958.70
114131	09/24/2025	Water Capital Fund	Buildings	Wellens General Contractor	\$32,279.92
114131	09/24/2025	Sewer Capital Fund	Buildings	Wellens General Contractor	\$38,759.90
Check Total:					\$599,998.52
114132	09/24/2025	Water Fund	Meters	Zenner USA, Inc.	\$83,174.36
Check Total:					\$83,174.36
114133	10/01/2025	General Fund	Travel & Meetings	Anthony Dahlinger	\$117.00
Check Total:					\$117.00
114134	10/01/2025	General Fund	Telephones & Communications	BENNETT LUMBER PRODUCTS, INC.	\$3,419.00
Check Total:					\$3,419.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
114135	10/01/2025	Streets Fund	Professional Services	BURSAR, UNIVERSITY OF IDAHO	\$43,016.50
				Check Total:	\$43,016.50
114136	10/01/2025	Information Systems Fund	Professional Services - IS	CFA SOFTWARE, INC.	\$1,795.00
				Check Total:	\$1,795.00
114137	10/01/2025	General Fund	Travel & Meetings	David Hathaway	\$117.00
				Check Total:	\$117.00
114138	10/01/2025	Information Systems Fund	Professional Services - IS	ELECTRONIC DATA COLLECTION CORP	\$11,025.25
				Check Total:	\$11,025.25
114139	10/01/2025	Water Fund	Department Supplies	EleMech, Inc.	\$1,500.00
				Check Total:	\$1,500.00
114140	10/01/2025	General Fund	Janitorial Services & Supplies	GG Gutters, Inc.	\$3,708.67
114140	10/01/2025	Transit Center	Janitorial Services & Supplies	GG Gutters, Inc.	\$1,012.09
114140	10/01/2025	Recreation & Culture	Janitorial Services & Supplies	GG Gutters, Inc.	\$1,500.00
				Check Total:	\$6,220.76
114141	10/01/2025	1912 Center Fund	Professional Services	HEART OF THE ARTS, INC.	\$7,000.00
114141	10/01/2025	1912 Center Fund	Utility Expense	HEART OF THE ARTS, INC.	\$3,750.00
				Check Total:	\$10,750.00
114142	10/01/2025	General Fund	Humane Society Allocation	HUMANE SOCIETY OF THE PALOUSE	\$4,991.58
				Check Total:	\$4,991.58
114143	10/01/2025	General Fund	Insurance	ICRMP	\$9,814.18
114143	10/01/2025	General Fund	Insurance	ICRMP	\$3,678.22
114143	10/01/2025	General Fund	Insurance	ICRMP	\$943.23
114143	10/01/2025	General Fund	Insurance	ICRMP	\$25,487.41
114143	10/01/2025	General Fund	Insurance	ICRMP	\$5,094.93
114143	10/01/2025	General Fund	Insurance	ICRMP	\$29,075.85
114143	10/01/2025	General Fund	Insurance	ICRMP	\$20,517.95
114143	10/01/2025	Streets Fund	Insurance	ICRMP	\$17,264.42
114143	10/01/2025	Recreation & Culture	Insurance	ICRMP	\$32,815.72
114143	10/01/2025	1912 Center Fund	Insurance	ICRMP	\$1,134.76
114143	10/01/2025	MSD Community Play Fields	Insurance	ICRMP	\$109.53
114143	10/01/2025	Transit Center	Insurance	ICRMP	\$1,134.76
114143	10/01/2025	Water Fund	Insurance	ICRMP	\$36,203.60
114143	10/01/2025	Sewer Fund	Insurance	ICRMP	\$63,827.67
114143	10/01/2025	Sanitation Fund	Insurance	ICRMP	\$3,193.24
114143	10/01/2025	Fleet Management Fund	Insurance	ICRMP	\$992.28
114143	10/01/2025	Information Systems Fund	Insurance	ICRMP	\$8,679.10
114143	10/01/2025	Stormwater Fund	Insurance	ICRMP	\$971.65

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$260,938.50
114144	10/01/2025	Streets Fund	Professional Development	Lisa Saban	\$220.00
Check Total:					\$220.00
114145	10/01/2025	General Fund	Professional Development	Melissa Jankovic	\$344.00
Check Total:					\$344.00
114146	10/01/2025	General Fund	Rental Property & Equipment	MOSCOW VOLUNTEER FIRE DEPARTMENT	\$1,750.00
Check Total:					\$1,750.00
114147	10/01/2025	General Fund	Public Transportation	REGIONAL PUBLIC TRANSPORTATION, INC	\$35,082.25
Check Total:					\$35,082.25
114148	10/01/2025	Streets Fund	Professional Development	Ryan Debaun	\$220.00
Check Total:					\$220.00
114149	10/01/2025	Sewer Fund	Miscellaneous Services & Charges	SE Moscow Sewer District	\$134.00
Check Total:					\$134.00
114150	10/01/2025	General Fund	Travel & Meetings	Shaine Gunderson	\$471.00
Check Total:					\$471.00
114151	10/01/2025	General Fund	Telephones & Communications	State Board of Education	\$689.59
Check Total:					\$689.59
114262	10/01/2025	Fleet Management Fund	Operations & Maintenance Parts	ADAMS TRACTOR CO.	\$265.96
Check Total:					\$265.96
114263	10/01/2025	Recreation & Culture	Moscow Farmers Market Programs	Affinity Farm	\$10.00
Check Total:					\$10.00
114264	10/01/2025	Recreation & Culture	Special Events	Alex's Lemonade Stand Foundation	\$576.00
Check Total:					\$576.00
114265	10/01/2025	General Fund	Sustainable Environ Commission	ALLEGRA PRINT & IMAGING	\$469.55
Check Total:					\$469.55
114266	10/01/2025	Sanitation Capital Fund	Improvements	ALLWEST Testing & Engineering, Inc.	\$2,108.75
Check Total:					\$2,108.75
114267	10/01/2025	Streets Fund	Maintenance	Amazon Capital Services	\$64.64
114267	10/01/2025	Fleet Management Fund	Operations & Maintenance Parts	Amazon Capital Services	\$28.79
114267	10/01/2025	Fleet Management Fund	Shop Supplies	Amazon Capital Services	\$504.08
114267	10/01/2025	Fleet Management Fund	Office Supplies	Amazon Capital Services	\$65.94
Check Total:					\$663.45

Check #	Check Date	Fund	Account	Vendor Name	Amount
114268	10/01/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.	\$210.00
114268	10/01/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.	\$210.00
114268	10/01/2025	Water Fund	Professional Services	Anatek Labs, Inc.	\$200.00
114268	10/01/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.	\$210.00
114268	10/01/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.	\$210.00
Check Total:					\$1,040.00
114269	10/01/2025	Recreation & Culture	Third Street Gallery	Appearances Marketing & Promotion	\$805.00
Check Total:					\$805.00
114270	10/01/2025	Streets Fund	Maintenance	Arrow Construction Supply, Inc.	\$103.00
Check Total:					\$103.00
114271	10/01/2025	Streets Fund	Uniform Expense	ARTBEAT, INC.	\$1,975.15
114271	10/01/2025	Fleet Management Fund	Shop Supplies	ARTBEAT, INC.	\$195.45
114271	10/01/2025	Streets Fund	Uniform Expense	ARTBEAT, INC.	\$67.56
114271	10/01/2025	Water Fund	Uniform Expense	ARTBEAT, INC.	\$418.08
114271	10/01/2025	Water Fund	Uniform Expense	ARTBEAT, INC.	\$196.60
Check Total:					\$2,852.84
114272	10/01/2025	General Fund	Investigations Expense	AT & T	\$220.00
Check Total:					\$220.00
114273	10/01/2025	Stormwater Fund	R & M - Buildings	ATLAS SAND & ROCK, INC	\$323.70
114273	10/01/2025	Stormwater Fund	R & M - Buildings	ATLAS SAND & ROCK, INC	\$795.00
114273	10/01/2025	Stormwater Fund	R & M - Buildings	ATLAS SAND & ROCK, INC	\$971.10
114273	10/01/2025	Stormwater Fund	R & M - Buildings	ATLAS SAND & ROCK, INC	\$647.40
114273	10/01/2025	Water Fund	Operations & Maintenance Parts	ATLAS SAND & ROCK, INC	\$1,876.42
Check Total:					\$4,613.62
114274	10/01/2025	Recreation & Culture	R & M - Buildings	Backflow Apparatus & Valve Co., Inc	\$1,502.80
Check Total:					\$1,502.80
114275	10/01/2025	General Fund	R & M - Equipment	BLUE RIBBON LINEN SUPPLY, INC.	\$10.00
114275	10/01/2025	General Fund	R & M - Equipment	BLUE RIBBON LINEN SUPPLY, INC.	\$10.00
114275	10/01/2025	General Fund	R & M - Equipment	BLUE RIBBON LINEN SUPPLY, INC.	\$10.00
114275	10/01/2025	General Fund	R & M - Equipment	BLUE RIBBON LINEN SUPPLY, INC.	\$10.00
Check Total:					\$40.00
114276	10/01/2025	Stormwater Fund	Professional Services	Bowman Consulting Group, LTD.	\$290.50
114276	10/01/2025	Sewer Fund	Professional Services	Bowman Consulting Group, LTD.	\$624.58
114276	10/01/2025	Water Fund	Professional Services	Bowman Consulting Group, LTD.	\$537.42
Check Total:					\$1,452.50
114277	10/01/2025	Recreation & Culture	Moscow Farmers Market Programs	Buy the Dozen	\$10.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$10.00
114278	10/01/2025	Recreation & Culture	Moscow Farmers Market Programs	Calhoun Family Fruit	\$18.00
Check Total:					\$18.00
114279	10/01/2025	Recreation & Culture	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$60.09
114279	10/01/2025	General Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	\$209.39
Check Total:					\$269.48
114280	10/01/2025	Recreation & Culture	Professional Services	CAROLYN BERMAN	\$820.00
114280	10/01/2025	Recreation & Culture	Professional Services	CAROLYN BERMAN	\$1,373.40
Check Total:					\$2,193.40
114281	10/01/2025	Fleet Management Fund	Operations & Maintenance Parts	CHIPMAN & TAYLOR CHEVROLET	\$1,146.16
Check Total:					\$1,146.16
114282	10/01/2025	Fleet Management Fund	Motor Fuels & Lubricants	CHS, INC.	\$16,225.00
Check Total:					\$16,225.00
114283	10/01/2025	Recreation & Culture	Moscow Farmers Market Programs	City of Moscow	\$52.00
Check Total:					\$52.00
114284	10/01/2025	General Fund	Airport Development	CITY OF PULLMAN	\$7,500.00
Check Total:					\$7,500.00
114285	10/01/2025	Recreation & Culture	Moscow Farmers Market Programs	Classic Creations	\$12.00
Check Total:					\$12.00
114286	10/01/2025	General Fund	R & M - Buildings	CLEARWATER ROOTER SERVICE, LLC	\$175.00
Check Total:					\$175.00
114287	10/01/2025	Water Fund	Other Miscellaneous Supplies	CONSOLIDATED SUPPLY CO.	\$304.52
Check Total:					\$304.52
114288	10/01/2025	Recreation & Culture	Uniform Expense	Craig Heitman	\$298.79
Check Total:					\$298.79
114289	10/01/2025	Stormwater Fund	Operations & Maintenance Parts	Cretex Specialty Products	\$569.64
114289	10/01/2025	Stormwater Fund	Operations & Maintenance Parts	Cretex Specialty Products	\$4,667.69
114289	10/01/2025	Sewer Fund	R & M - Equipment	Cretex Specialty Products	\$802.90
Check Total:					\$6,040.23
114290	10/01/2025	Sewer Fund	Office Supplies	CULLIGAN, LLC	\$377.80
114290	10/01/2025	General Fund	Department Supplies	CULLIGAN, LLC	\$37.25
Check Total:					\$415.05
114291	10/01/2025	Information Systems Fund	Minor Equipment - Public Safety	DELL MARKETING, L.P.	\$6,584.91

Check #	Check Date	Fund	Account	Vendor Name	Amount
114291	10/01/2025	Information Systems Fund	Minor Equipment - Public Safety	DELL MARKETING, L.P.	\$2,347.97
				Check Total:	\$8,932.88
114292	10/01/2025	Water Fund	Water Conservation Program	Dennis Baird	\$150.00
				Check Total:	\$150.00
114293	10/01/2025	Stormwater Fund	Operations & Maintenance Parts	ENVIRO-CLEAN EQUIPMENT, INC.	\$2,008.35
				Check Total:	\$2,008.35
114294	10/01/2025	Sewer Fund	Rental Equipment	EquipmentShare.com, Inc.	\$4,339.91
				Check Total:	\$4,339.91
114295	10/01/2025	Recreation & Culture	Community Public Art	FAST SIGNS	\$501.48
				Check Total:	\$501.48
114296	10/01/2025	Recreation & Culture	R & M - Grounds	FIDDLER'S RIDGE FARM	\$30.53
				Check Total:	\$30.53
114297	10/01/2025	Capital Projects Fund	Buildings	GEOPROFESSIONAL INNOVATION CORPORAT	\$5,560.46
114297	10/01/2025	Water Capital Fund	Buildings	GEOPROFESSIONAL INNOVATION CORPORAT	\$209.27
114297	10/01/2025	Sewer Capital Fund	Buildings	GEOPROFESSIONAL INNOVATION CORPORAT	\$209.27
				Check Total:	\$5,979.00
114298	10/01/2025	Streets Fund	Maintenance	Geveko Markings, Inc.	\$417.46
				Check Total:	\$417.46
114299	10/01/2025	Fleet Management Fund	R & M - Equipment	GRAINGER, INC.	\$22.04
				Check Total:	\$22.04
114300	10/01/2025	General Fund	Professional Services	GRITMAN MEDICAL CENTER	\$85.00
114300	10/01/2025	General Fund	Professional Services	GRITMAN MEDICAL CENTER	\$75.00
114300	10/01/2025	General Fund	Professional Services	GRITMAN MEDICAL CENTER	\$234.00
114300	10/01/2025	General Fund	Professional Services	GRITMAN MEDICAL CENTER	\$170.00
114300	10/01/2025	General Fund	Professional Services	GRITMAN MEDICAL CENTER	\$262.00
114300	10/01/2025	General Fund	Professional Services	GRITMAN MEDICAL CENTER	\$75.00
114300	10/01/2025	General Fund	Professional Services	GRITMAN MEDICAL CENTER	\$53.00
114300	10/01/2025	General Fund	Professional Services	GRITMAN MEDICAL CENTER	\$63.00
114300	10/01/2025	General Fund	Professional Services	GRITMAN MEDICAL CENTER	\$319.00
114300	10/01/2025	General Fund	Professional Services	GRITMAN MEDICAL CENTER	\$85.00
				Check Total:	\$1,421.00
114301	10/01/2025	Water Fund	R & M - Buildings	GROPP, LLC	\$150.00
				Check Total:	\$150.00
114302	10/01/2025	Sewer Fund	Lab Supplies	HACH COMPANY	\$1,025.41

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$1,025.41
114303	10/01/2025	General Fund	Human Rights Commission	Happy Hog Meatery	\$1,149.00
Check Total:					\$1,149.00
114304	10/01/2025	Water Fund	Professional Services	HDR ENGINEERING, INC.	\$14,344.13
114304	10/01/2025	Water Fund	Professional Services	HDR ENGINEERING, INC.	\$28,448.81
114304	10/01/2025	Sewer Fund	Professional Services	HDR ENGINEERING, INC.	\$13,129.55
Check Total:					\$55,922.49
114305	10/01/2025	Recreation & Culture	Moscow Farmers Market Programs	Heather Niccoli	\$395.00
114305	10/01/2025	Recreation & Culture	Advertising & Publishing	Heather Niccoli	\$1,300.00
114305	10/01/2025	Recreation & Culture	Moscow Farmers Market Programs	Heather Niccoli	\$395.00
Check Total:					\$2,090.00
114306	10/01/2025	Streets Fund	Maintenance	HERCO, INC.	\$211.68
Check Total:					\$211.68
114307	10/01/2025	Recreation & Culture	R & M - Grounds	Highland Products Group, LLC	\$4,227.33
Check Total:					\$4,227.33
114308	10/01/2025	Water Fund	Operations & Maintenance Parts	Home Depot U.S.A, Inc.	\$34.98
114308	10/01/2025	Water Fund	Operations & Maintenance Parts	Home Depot U.S.A, Inc.	\$(34.98)
114308	10/01/2025	Stormwater Fund	Department Supplies	Home Depot U.S.A, Inc.	\$556.12
114308	10/01/2025	Sewer Fund	R & M - Grounds	Home Depot U.S.A, Inc.	\$99.94
Check Total:					\$656.06
114309	10/01/2025	Recreation & Culture	R & M - Grounds	HORIZON	\$309.68
Check Total:					\$309.68
114310	10/01/2025	General Fund	Department Supplies	HOWARD HUGHES APPLIANCE & TV	\$51.90
Check Total:					\$51.90
114311	10/01/2025	Recreation & Culture	R & M - Grounds	Inland North Waste	\$21.89
Check Total:					\$21.89
114312	10/01/2025	Water Fund	Printing & Binding	J & H PRINTING, INC.	\$181.55
114312	10/01/2025	General Fund	Department Supplies	J & H PRINTING, INC.	\$33.00
Check Total:					\$214.55
114313	10/01/2025	MSD Community Play Fields	R & M - Grounds	J.R. SIMPLOT COMPANY	\$3,680.00
114313	10/01/2025	Recreation & Culture	R & M - Grounds	J.R. SIMPLOT COMPANY	\$9,520.00
Check Total:					\$13,200.00
114314	10/01/2025	General Fund	Human Rights Commission	Jana Argersinger	\$5.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$5.00
114315	10/01/2025	General Fund	Human Rights Commission	Jana Argersinger	\$27.95
Check Total:					\$27.95
114316	10/01/2025	Water Fund	Water Conservation Program	Kane Francetich	\$75.00
Check Total:					\$75.00
114317	10/01/2025	General Fund	Crime Prevention Supplies	Karen Potter	\$107.87
Check Total:					\$107.87
114318	10/01/2025	Sewer Fund	Professional Development	Kyle Steele	\$505.92
Check Total:					\$505.92
114319	10/01/2025	General Fund	Department Supplies	L.N. Curtis & Sons	\$2,970.00
114319	10/01/2025	General Fund	Department Supplies	L.N. Curtis & Sons	\$7,020.00
114319	10/01/2025	General Fund	Department Supplies	L.N. Curtis & Sons	\$5,214.00
114319	10/01/2025	General Fund	Department Supplies	L.N. Curtis & Sons	\$350.00
114319	10/01/2025	General Fund	R & M - Equipment	L.N. Curtis & Sons	\$1,410.00
114319	10/01/2025	General Fund	R & M - Equipment	L.N. Curtis & Sons	\$1,410.00
114319	10/01/2025	General Fund	Professional Services	L.N. Curtis & Sons	\$2,400.00
114319	10/01/2025	General Fund	Professional Services	L.N. Curtis & Sons	\$635.00
114319	10/01/2025	General Fund	Minor Equipment	L.N. Curtis & Sons	\$7,071.25
114319	10/01/2025	General Fund	R & M - Equipment	L.N. Curtis & Sons	\$1,448.00
114319	10/01/2025	General Fund	Department Supplies	L.N. Curtis & Sons	\$1,260.00
114319	10/01/2025	General Fund	Department Supplies	L.N. Curtis & Sons	\$1,272.00
114319	10/01/2025	General Fund	Department Supplies	L.N. Curtis & Sons	\$1,272.00
114319	10/01/2025	General Fund	Department Supplies	L.N. Curtis & Sons	\$7,083.00
114319	10/01/2025	General Fund	Department Supplies	L.N. Curtis & Sons	\$1,258.20
114319	10/01/2025	General Fund	Department Supplies	L.N. Curtis & Sons	\$424.02
114319	10/01/2025	General Fund	Postage Expense	L.N. Curtis & Sons	\$175.00
114319	10/01/2025	General Fund	R & M - Buildings	L.N. Curtis & Sons	\$470.69
Check Total:					\$43,143.16
114320	10/01/2025	Stormwater Fund	Office Supplies	LANDGROVE COFFEE, INC.	\$129.50
114320	10/01/2025	Water Fund	Other Miscellaneous Supplies	LANDGROVE COFFEE, INC.	\$140.00
Check Total:					\$269.50
114321	10/01/2025	Recreation & Culture	Development Participation	LATAH COUNTY AUDITOR	\$5,000.00
Check Total:					\$5,000.00
114322	10/01/2025	General Fund	Professional Services	Latah County Planning & Building	\$275.00
Check Total:					\$275.00
114323	10/01/2025	Recreation & Culture	Community Event Programs	Latah Recovery Community Center	\$3,547.99

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$3,547.99
114324	10/01/2025	Streets Fund	Refunds & Reimbursements	League of Women Voters Moscow	\$150.00
Check Total:					\$150.00
114325	10/01/2025	Fleet Management Fund	Operations & Maintenance Parts	LES SCHWAB TIRE CENTERS	\$55.40
Check Total:					\$55.40
114326	10/01/2025	General Fund	R & M - Equipment	LIFELOC TECHNOLOGIES, INC.	\$171.04
114326	10/01/2025	General Fund	R & M - Equipment	LIFELOC TECHNOLOGIES, INC.	\$57.20
Check Total:					\$228.24
114327	10/01/2025	Streets Fund	Professional Development	Lisa Saban	\$40.98
Check Total:					\$40.98
114328	10/01/2025	General Fund	Miscellaneous Services & Charges	LYNN CARD CO	\$126.00
Check Total:					\$126.00
114329	10/01/2025	Recreation & Culture	Events & Programs	Matthew T. Aiello	\$250.00
Check Total:					\$250.00
114330	10/01/2025	Stormwater Fund	Operations & Maintenance Parts	METROQUIP, INC.	\$929.79
114330	10/01/2025	Stormwater Fund	Operations & Maintenance Parts	METROQUIP, INC.	\$446.65
Check Total:					\$1,376.44
114331	10/01/2025	General Fund	Miscellaneous Services & Charges	Moscow Apparel Co.	\$195.00
114331	10/01/2025	General Fund	Uniform Expense	Moscow Apparel Co.	\$45.00
Check Total:					\$240.00
114332	10/01/2025	Recreation & Culture	Special Events	Moscow Apparel Co.	\$311.08
Check Total:					\$311.08
114333	10/01/2025	Recreation & Culture	Department Supplies	Moscow Apparel Co.	\$319.80
Check Total:					\$319.80
114334	10/01/2025	General Fund	Department Supplies	Moscow Apparel Co.	\$353.74
Check Total:					\$353.74
114335	10/01/2025	Sewer Fund	Professional Development	MOSCOW CHAMBER FOUNDATION	\$975.00
Check Total:					\$975.00
114336	10/01/2025	Recreation & Culture	R & M - Buildings	MOSCOW GLASS & AWNING, INC.	\$1,412.77
Check Total:					\$1,412.77
114337	10/01/2025	Streets Fund	Maintenance	MOTLEY-MOTLEY, INC.	\$3,309.51
114337	10/01/2025	Streets Fund	Maintenance	MOTLEY-MOTLEY, INC.	\$1,263.41
114337	10/01/2025	Streets Fund	Maintenance	MOTLEY-MOTLEY, INC.	\$18,605.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$23,177.92
114338	10/01/2025	Sewer Fund	Lab Supplies	NCL OF WISCONSIN, INC.	\$1,256.46
114338	10/01/2025	Sewer Fund	Lab Supplies	NCL OF WISCONSIN, INC.	\$284.13
Check Total:					\$1,540.59
114339	10/01/2025	Streets Fund	Maintenance	NORTH IDAHO CRUSHING, INC.	\$124.65
Check Total:					\$124.65
114340	10/01/2025	General Fund	Miscellaneous Services & Charges	Northwest Engraving Services	\$45.00
Check Total:					\$45.00
114341	10/01/2025	Streets Fund	Maintenance	Omega Electric	\$27.75
Check Total:					\$27.75
114342	10/01/2025	Water Fund	R & M - Buildings	OVERHEAD DOOR, INC.	\$186.50
Check Total:					\$186.50
114343	10/01/2025	Water Fund	Water Conservation Program	PALOUSE BASIN WATER SUMMIT, INC	\$2,000.00
Check Total:					\$2,000.00
114344	10/01/2025	General Fund	Professional Development	PERSONNEL EVALUATION, INC.	\$75.00
Check Total:					\$75.00
114345	10/01/2025	Sewer Fund	R & M - Equipment	PHILLIP R. STRADLEY	\$2,342.47
Check Total:					\$2,342.47
114346	10/01/2025	Recreation & Culture	R & M - Grounds	PRE-MIX INC	\$1,481.35
114346	10/01/2025	MSD Community Play Fields	R & M - Grounds	PRE-MIX INC	\$871.25
114346	10/01/2025	MSD Community Play Fields	R & M - Grounds	PRE-MIX INC	\$780.00
114346	10/01/2025	MSD Community Play Fields	R & M - Grounds	PRE-MIX INC	\$3,707.50
114346	10/01/2025	MSD Community Play Fields	R & M - Grounds	PRE-MIX INC	\$2,000.00
114346	10/01/2025	Recreation & Culture	R & M - Grounds	PRE-MIX INC	\$7,470.00
Check Total:					\$16,310.10
114347	10/01/2025	General Fund	SRT Supplies	Primary Arms, LLC	\$11.32
Check Total:					\$11.32
114348	10/01/2025	General Fund	Recruitment Expense	Puretone of Idaho	\$50.00
Check Total:					\$50.00
114349	10/01/2025	Recreation & Culture	R & M - Grounds	R.J THOMAS MFG.CO., INC.	\$6,366.00
Check Total:					\$6,366.00
114350	10/01/2025	Capital Projects Fund	Buildings	Reliant Engineering, PPLC	\$1,148.54
114350	10/01/2025	Water Capital Fund	Buildings	Reliant Engineering, PPLC	\$43.23

Check #	Check Date	Fund	Account	Vendor Name	Amount
114350	10/01/2025	Sewer Capital Fund	Buildings	Reliant Engineering, PPLC	\$43.23
				Check Total:	\$1,235.00
114351	10/01/2025	Water Fund	R & M - Buildings	REXEL USA, INC.	\$38.62
				Check Total:	\$38.62
114352	10/01/2025	General Fund	Department Supplies	Rob Bafus	\$116.60
				Check Total:	\$116.60
114353	10/01/2025	Recreation & Culture	Department Supplies	Rosauers Supermarkets, Inc.	\$95.66
				Check Total:	\$95.66
114354	10/01/2025	General Fund	Miscellaneous Services & Charges	ROSAUERS SUPERMARKETS, INC.	\$81.00
				Check Total:	\$81.00
114355	10/01/2025	Recreation & Culture	Uniform Expense	Scott Cron	\$39.33
114355	10/01/2025	Recreation & Culture	Uniform Expense	Scott Cron	\$118.40
				Check Total:	\$157.73
114356	10/01/2025	Water Fund	Water Conservation Program	SiteOne Landscape Supply, LLC	\$4,860.04
				Check Total:	\$4,860.04
114357	10/01/2025	Fleet Management Fund	Minor Equipment	SNAP-ON INC.	\$49.29
				Check Total:	\$49.29
114358	10/01/2025	Streets Fund	Traffic Control	Stoneway Electric Supply Co.	\$716.94
				Check Total:	\$716.94
114359	10/01/2025	Sewer Capital Fund	Sewer Main Program	STROM ELECTRIC, INC.	\$1,608.84
				Check Total:	\$1,608.84
114360	10/01/2025	Recreation & Culture	Moscow Farmers Market Programs	Taylormade Kitchen	\$14.00
				Check Total:	\$14.00
114361	10/01/2025	General Fund	Uniform Expense	The Woven Gnome, LLC	\$80.00
				Check Total:	\$80.00
114362	10/01/2025	Recreation & Culture	Moscow Farmers Market Programs	TONNEMAKER HILL FARM	\$16.00
				Check Total:	\$16.00
114363	10/01/2025	Streets Fund	Maintenance	TRAFFIC SAFETY SUPPLY CO INC	\$304.50
114363	10/01/2025	Streets Fund	Traffic Control	TRAFFIC SAFETY SUPPLY CO INC	\$4,100.18
114363	10/01/2025	Streets Fund	Traffic Control	TRAFFIC SAFETY SUPPLY CO INC	\$1,760.86
				Check Total:	\$6,165.54
114364	10/01/2025	Streets Fund	Traffic Control	TRAFFIX DEVICES, INC.	\$3,778.66

Check #	Check Date	Fund	Account	Vendor Name	Amount
Check Total:					\$3,778.66
114365	10/01/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)	\$1.48
114365	10/01/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)	\$284.16
114365	10/01/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)	\$492.04
114365	10/01/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)	\$0.74
114365	10/01/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)	\$9.91
114365	10/01/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)	\$256.93
114365	10/01/2025	General Fund	Postage Expense	U.S. Postal Service (CMRS-FP)	\$104.16
114365	10/01/2025	Water Fund	Postage Expense	U.S. Postal Service (CMRS-FP)	\$0.74
Check Total:					\$1,150.16
114366	10/01/2025	General Fund	Uniform Expense	Uniforms2Gear,Inc.	\$338.90
114366	10/01/2025	General Fund	Uniform Expense	Uniforms2Gear,Inc.	\$118.86
Check Total:					\$457.76
114367	10/01/2025	Water Capital Fund	Improvements	UNIVERSITY OF IDAHO	\$22,604.00
114367	10/01/2025	Sewer Capital Fund	Sewer Main Program	UNIVERSITY OF IDAHO	\$17,227.00
Check Total:					\$39,831.00
114368	10/01/2025	Sewer Fund	Lab Supplies	USABLUEBOOK	\$138.51
Check Total:					\$138.51
114369	10/01/2025	Sewer Fund	Janitorial Services & Supplies	Viva Cleaning Company	\$2,725.54
114369	10/01/2025	Water Fund	Janitorial Services & Supplies	Viva Cleaning Company	\$1,537.62
114369	10/01/2025	Recreation & Culture	Janitorial Services & Supplies	Viva Cleaning Company	\$4,800.00
Check Total:					\$9,063.16
114370	10/01/2025	Water Fund	R & M - Equipment	Western States Equipment Co.	\$115.31
Check Total:					\$115.31
114371	10/01/2025	Recreation & Culture	Uniform Expense	Zac Carscallen	\$143.31
Check Total:					\$143.31

Check #	Check Date	Fund	Account	Vendor Name	Amount
				Total Amount Being Paid:	\$1,814,521.52

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, October 6, 2025



AGENDA ITEM TITLE

PUBLIC HEARING: Amending MCC Title 7, Chapter 3, Regarding the Electrical Code (ACTION ITEM) - Justin Goodwin

RESPONSIBLE STAFF

Justin Goodwin

ADDITIONAL PRESENTER(S)

DESCRIPTION

The State of Idaho recently adopted the 2023 National Electrical Code, with amendments, under the advice of the Idaho Electrical Board. As required by law, the City must also adopt the 2023 National Electrical Code as adopted by the state. On October 30, 2024, the City's Building Code Advisory Committee reviewed the proposed changes and provided recommendations in various sections where they believed certain clarification or additional requirements were warranted for the public health and safety of citizens of Moscow.

REVIEWED BY

Building Code Advisory Committee

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take such other action deemed appropriate.

STAFF RECOMMENDATION

Approve the Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. 2025- Ordinance Amend T7 CH 3_final

ORDINANCE NO. 2025-__

AN ORDINANCE OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE AMENDMENT OF MOSCOW CITY CODE TITLE 7, CHAPTER 3; PROVIDING FOR THE ADOPTION OF THE 2023 NATIONAL ELECTRICAL CODE AND ANY SUBSEQUENT AMENDMENTS AS ADOPTED BY TITLE 54, CHAPTER 10 OF IDAHO CODE; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE BE DEEMED SEVERABLE; AND PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM THE DATE OF ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

WHEREAS, Idaho Code Section 54-1001 adopted the 2023 National Electrical Code, together with any amendments, revisions, or modifications by the Idaho electrical board; and

WHEREAS, the National Electric Code 2023 edition applies to repair, removal, maintenance and new electrical work inside and outside all buildings within the City; and

WHEREAS, the changes recommended herein, adopting the 2023 National Electrical Code, along with any subsequent amendments as adopted by Title 54, Chapter 10 of the Idaho Code, are the result of careful review by City staff and the Building Code Advisory Committee to continue to promote the health, safety, and welfare within the community;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MOSCOW AS FOLLOWS:

SECTION 1: All matters stated above are found to be true and correct and are incorporated herein by reference as if copied in their entirety and shall be adopted with the following sections of this Ordinance.

SECTION 2: That Title 7, Chapter 3, of the Moscow City Code be, and the same is hereby amended to read as follows:

...

NATIONAL ELECTRICAL CODE

Sec. 3-1:	Adoption of National Electrical Code
Sec. 3-2:	Fees Amendments to the National Electrical Code
Sec. 3-3	City Not Liable Fees
Sec. 3-4	Violation; Penalties Exceptions
Sec. 3-5	City Not Liable
Sec. 3-6	Technical Changes to the National Electrical Code
Sec. 3-7	Violation; Penalties

Sec. 3-1. Adoption of National Electrical Code.

~~From and after the taking effect of this Chapter, all installations in the City of wires and equipment to convey electric current, and installations of apparatus to be operated by such current~~

~~except as hereinafter provided, shall be made in substantial accord with the National Electrical Code, 2014 Edition as published by the National Fire Protection Association. Such National Electrical Code as amended by this Chapter, is hereby adopted as an official Code of the City. The Clerk is hereby directed to certify the one (1) copy of said National Electrical Code from time to time as the same shall be compiled and published.~~

All the rules, regulations and ordinances of a general and permanent character relating to and governing the qualifications and licensing of persons engaged in the business of electrical, or performing work within the trade of electrical, as such rules, regulations and ordinances are adopted and contained within the most current edition of the National Electrical Code, published under the authority of the National Fire Protection Association, as adopted by the State of Idaho in Title 54, Chapter 10 of Idaho Code, together with rules and regulations, as adopted by the State of Idaho, are adopted except to the extent that such rules and regulations are hereby changed, altered, or amended by this Chapter and together these shall be known as the "Electrical Code" of City of Moscow and shall constitute the rules, regulations, and ordinances governing the installation or alteration of electrical systems and equipment, and the qualifications and licensing of persons engaged in the business of electrical or performing work within the trade of electrical. This Chapter is adopted in accordance with Idaho Code Title 54, Chapter 10.

One (1) copy of the current edition of the "National Electrical Code" together with such rules and regulations adopted by the State of Idaho, shall be filed for use and examination by the public in the office of the City Clerk.

(Ord. 2001-17; 09/17/2001; 2002-22; 12/02/02; 2010-26, 12/20/2010; 2014-20, 12/01/2014)

Sec. 3-2. Amendments to the National Electrical Code

~~A. Article 210.52(E)(3). Delete article 210.52(E)(3) and replace with the following: Balconies, Decks, and Porches. Balconies, decks, and porches having an overall area of twenty (20) square feet or more that are accessible from inside the dwelling unit shall have at least one (1) receptacle outlet installed within the perimeter of the balcony, deck, or porch. The receptacle shall not be located more than two (2.0) meters (six and one half feet [6½']) above the balcony, deck, or porch surface.~~

~~B. Article 422.31(B). For permanently connected appliances rated over three hundred (300) volt-amperes, the branch circuit switch or circuit breaker shall be permitted to serve as the disconnection means where the switch or circuit breaker is within sight from the appliance or is lockable in accordance with 110.25. When a single disconnect is serving more than one (1) piece of equipment, each piece of equipment shall have its own disconnect within site of the equipment. Single family homes are exempt from this Section.~~

~~(Ord. 2014-20, 12/01/2014; 2017-17, 12/18/2017)~~

Sec. 3-32. Fees.

Fees shall be established from time to time by Resolution of the Council, for the issuance of applicable electrical inspection permits.

(Ord. 2010-26, 12/20/2010; 2014-20, 12/01/2014; 2017-17, 12/18/2017)

Sec. 3-4. Exceptions.

~~Nothing in this Chapter shall be deemed to apply to the installation and maintenance of communication circuits, wires, and apparatus; nor to any electric public utility or its employees in the installation and maintenance of electrical wiring, circuits, apparatus and equipment by and for such public utility, or comprising a part of its plants, lines or systems; provided that such person shall comply with all applicable laws, rules and regulations in regard to electric wiring installation. (Ord. 2014-20, 12/01/2014; 2017-17, 12/18/2017)~~

Sec. 3-53. City Not Liable.

This Chapter is not to be construed to relieve from or lessen responsibility or liability of any person owning, operating, controlling or installing any electrical wiring, electrical device, or electric motor for damages to person or property caused by any defects therein, nor shall the City be held as assuming any such liability by reason of the inspection required herein or the certificate of inspection herein provided for.
(Ord. 2017-17, 12/18/2017)

Sec. 3-6. ~~Technical Changes to the National Electrical Code.~~

~~In addition to the requirements of the National Electrical Code (NEC) the following requirements shall be met:~~

~~Service Entrance Raceway: With the approval of the inspecting authority, unfused conductors within a building or structure shall be installed in the service disconnecting means. The service disconnecting means shall be installed at a readily accessible location either outside a building or structure, or inside nearest the point of entrance of the service conductors but not to exceed fifteen feet (15') of raceway inside the building or structure. Service entrance conductors, where potential damage by means of impact, shall be encased in galvanized rigid conduit (GRC) or rigid non-metallic conduit Schedule 80, all other locations Schedule 40 conduit, when located inside of a building or structure.~~
(Ord. 2002-22, 12/02/02; 2010-26, 12/20/2010; 2014-20, 12/01/2014; 2017-17, 12/18/2017)

Sec. 3-74. Violations; Penalties.

- A. It shall be unlawful to violate any provisions of this Chapter. Any person violating any of the provisions of this Chapter, in addition to the penalties provided herein, shall be subject to all remedies available to the City under State and Federal law, including recovery of costs to the City resulting from such violation.
- B. Any person violating any provision of this Chapter shall be subject to the following:
It is an infraction punishable by a fine of one hundred dollars (\$100) plus court costs for any person to violate provisions of this Chapter for the first time. A second violation within five (5) years is an infraction punishable by a fine of three hundred dollars (\$300) plus court costs. A third violation within five (5) years shall be a misdemeanor as defined by the Idaho Code and shall subject such person up to the maximum misdemeanor penalties as provided in the Idaho Code.
Each separate day during which any violation of this Chapter occurs or continues, shall be deemed to constitute a separate offense, and, upon conviction thereof, shall be punishable as stated herein.

(Ord. 2014-20, 12/01/2014; 2017-17, 12/18/2017)

SECTION 3: SEVERABILITY. Provisions of this Ordinance shall be deemed severable and the invalidity of any provision of this Ordinance shall not affect the validity of the remaining provisions. The remaining Chapters and sections of Title 7 shall be in full force and effect.

SECTION 4: EFFECTIVE DATE. After its passage and adoption, a summary of this Ordinance, under the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Moscow. This Ordinance shall be in full force and effect from and after the date of its passage, approval and publication according to law.

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Hailey Lewis	_____	_____	_____	_____
Gina Taruscio	_____	_____	_____	_____
Drew Davis	_____	_____	_____	_____
Julia Parker	_____	_____	_____	_____
Sandra Kelly	_____	_____	_____	_____
Bryce Blankenship	_____	_____	_____	_____

ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, this ____ day of _____, 2025.

Arthur D. Bettge, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of an Ordinance passed at a regular meeting of the City Council, City of Moscow, held on _____, 2025.

Laurie M. Hopkins, City Clerk

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, October 6, 2025



AGENDA ITEM TITLE

Personnel Policy Light Duty Amendment (ACTION ITEM) - Sharon Games

RESPONSIBLE STAFF

Sharon Games, Human Resources Manager

ADDITIONAL PRESENTER(S)

DESCRIPTION

Occasionally, City employees may be injured either during or outside work hour activities and may be unable to perform their job duties during their recovery. Like many employers, the City's personnel policies allow for temporary light duty assignment when there are tasks available for the employee to perform during their recovery. The City's current light duty policy includes a maximum light duty assignment period of 60 days (two independently approved 30-day periods), which has proven inadequate for significant injuries to employees in positions with greater physical demands, such as law enforcement and field operations personnel. In review of the policies of our neighboring cities, it was found that Coeur d'Alene and Lewiston have a light duty assignment limit of 6 months, while Post Falls uses discretion with no specified maximum limit. Human Resources has prepared an amendment to the City's personnel policies to increase the maximum duration of light duty assignments to 6 months to be approved by 30 day increments.

1. Extension of Light Duty Duration — Replace the current 60-day maximum restriction with a more flexible limit of six (6) calendar months.

This change reflects:

- The wide variability in recovery times for injuries and illnesses.
- The need to accommodate moderate to severe injuries that may require extended recovery periods.
- Alignment with policies of surrounding municipalities, promoting regional consistency.

2. Clarification of Approval Authority — Streamline decision-making and ensure accountability:

- Temporary light duty assignments will be approved by the department head in consultation with Human Resources
- Extensions beyond six months, in exceptional cases, will require approval from the City Administrator

3. Differentiation Based on Injury Type — The revised policy clearly distinguishes between:

- On-the-job injuries covered under Workers' Compensation, with provisions for continued leave and coordination through HR.

- Off-the-job injuries or illnesses, with defined pathways including reassignment, accommodation, medical leave, or other options.

The proposed six-month window provides a more realistic approach to employee recovery and improves employee retention while maintaining operational efficiency. Benefits of the Updated Policy include improved employee support during recovery, reduced administrative burden through clearer approval pathways, consistency with peer jurisdictions, and greater transparency in handling both work-related and non-work-related injuries. The policy amendment is before the Council for consideration.

REVIEWED BY

Administration and Legal Departments

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the proposed policy amendment and associated Resolution, or take other action deemed appropriate.

STAFF RECOMMENDATION

Approve the proposed policy amendment and associated Resolution.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Resolution 2025 _ Amendments to Personnel Policy_final with attachment

RESOLUTION 2025-__

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AUTHORIZING THE REPEAL OF RESOLUTION 2024-28 AND FOR SAID RESOLUTION TO BE REPLACED WITH THIS RESOLUTION ADOPTING AMENDMENTS TO THE CITY OF MOSCOW PERSONNEL POLICIES; PROVIDING FOR SPECIFIC AMENDMENTS TO CHAPTER 8 REGARDING RETURN TO WORK – LIGHT DUTY; AND PROVIDING THIS RESOLUTION SHALL BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, the City of Moscow recognizes that its employees are a valuable resource to the citizens of Moscow; and

WHEREAS, because of the increasingly complex legal nature of federal, state, and local laws and regulations that govern the relationship between a government employer and its employees, it is in the best interest of the City and of the employees of the City to have updated written personnel policies; and

WHEREAS, the proposed updates to the City's Return to Work – Light Duty policy is being recommended to improve flexibility, align with regional standards, and clarify administrative responsibilities related to temporary light duty assignments; and

WHEREAS, the Council believes the amendments contained herein to the Personnel Policies are appropriate and in the City's best interest to implement the proposed amendments to the Previous Personnel Policies passed by Resolution 2024-28;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow that all matters stated above are true and correct and are incorporated herein by reference as if copied in their entirety and shall be adopted with the following:

1. That the City of Moscow Personnel Policies as approved through Resolution 2024-28, be repealed in its entirety and replaced with this Resolution.
2. That any City of Moscow Resolution inconsistent with the Personnel Policy adopted herein shall be and are hereby superseded by the policy attached as Exhibit 'A'.
3. That the provisions of this Resolution and the attached Exhibit shall be deemed severable and the invalidity of any provision of this Resolution or of the attached Exhibit shall not affect the validity of the remaining provisions.
4. That this Resolution shall be effective upon its passage and approval.

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Hailey Lewis	_____	_____	_____	_____
Gina Taruscio	_____	_____	_____	_____
Drew Davis	_____	_____	_____	_____
Julia Parker	_____	_____	_____	_____
Sandra Kelly	_____	_____	_____	_____
Bryce Blankenship	_____	_____	_____	_____

ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, this _____ day of _____, 2025.

Arthur D. Bettge, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of the Resolution passed at a regular meeting of the City Council, City of Moscow, held on _____, 2025, and attest to the Mayor's signature.

Laurie M. Hopkins, City Clerk

Exhibit 'A'

City of Moscow Personnel Policies

Effective: December 2, 2024 Pursuant to Resolution 2024 – 28



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Chapter 1 – Code of Conduct

I. Workplace Expectations

The City of Moscow strives to administer fair and effective personnel policies, to require all employees to follow a code of conduct as detailed in this personnel policy which support the City's best interests, and to provide equal employment opportunities to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, training, promotion, compensation, discipline and termination.

A. The City's goals for employees include the following:

1. To provide equal employment opportunity and treatment regardless of race, color, religion, sex, national origin, disability, genetic information, age (40 or older), marital or familial status (including pregnancy), sexual orientation, gender, gender expression or identity, military status, or any basis prohibited by local, state, or federal law;
2. To promote a productive work environment and not to tolerate conduct by any employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile work environment;
3. To provide compensation and benefits commensurate with the work performed;
4. To establish reasonable hours of work based on the City's service needs.
5. To monitor and comply with applicable federal, state, and local laws and regulations concerning employee safety;
6. To offer training opportunities and continuing education for those whose needs, capabilities, and job position warrant such training; and
7. To establish appropriate means for employees to discuss matters of interest or concern with their immediate supervisor or manager.

B. The City expects all employees:

1. To communicate and treat the public, customers, suppliers, and each other in a professional manner;
2. To perform assigned tasks in an efficient manner;
3. To comply with the hours of work scheduled for the employee as determined by the employee's department manager or supervisor;
4. To demonstrate a considerate, friendly, and constructive attitude toward fellow employees; and

5. To adhere to the policies adopted by the City.
- C. The City retains the sole discretion to exercise all managerial functions, consistent with these policies, including but not limited to the following:
1. To dismiss, reassign, supervise, and discipline employees;
 2. To determine and change shifts, to include the start and end of any shift;
 3. To transfer employees within departments or into other departments and other classifications;
 4. To determine and change the size and qualifications of the work force;
 5. To determine and change methods by which its operations are to be carried out;
 6. To assign duties to employees in accordance with the City's needs and requirements; and
 7. To carry out all ordinary administrative and management functions.

II. Employee Conduct

A. General Expectations.

Employees of the City of Moscow are expected to conduct themselves in a manner which does not reflect adversely upon the City. Each employee must recognize that public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. In order to accomplish the goals of the City as a public institution, each employee is expected to avoid personal behaviors which would bring unfavorable public impressions of the City, its officials, and employees.

B. In order to accomplish the goals of the City, each employee shall:

1. Be prompt and regular in attendance at work or other required City functions;
2. Comply with dress standards established in the department for which the employee works. Dress standards shall be set by the supervisor, but in the absence of any department dress standards, clothing shall be appropriate for the functions performed and shall include proper grooming and a professional appearance as a reflection of how employees view their work and how the public sees employees and the City as a whole;
3. Dedicate primary efforts to the City of Moscow employment with secondary employment subject to approval. Individual department rules may provide permissible examples of "moonlighting" wherein employees may hold additional positions;

4. Avoid nepotism in appointments and working relationships with other employees in the City. No employee shall engage in conduct which violates Idaho State nepotism laws (I.C. § 18-1359, and Title 74 of Idaho Code) or City of Moscow Policy. The City believes that employment opportunities should not be influenced by family relationships. Additionally, employment of immediate family members is not allowed where one family member would have authority to influence employment decisions regarding the other, or where there is potential work-related conflict of interest between them;
5. Not accept gifts or gratuities in any personal or professional capacity which could create the impression that the giver was seeking favor from the employee or official;
6. Not serve on any board or commission which regulates or otherwise affects the official duties or personal interests of said official or employee in a way that could create disadvantage for other members of the public or advantage for the employee;
7. Not release personnel information or any other public record without the express authority of the public official responsible for custody or release of the record or without an order from a court of competent jurisdiction;
8. Not engage in conduct away from work which would reasonably be expected to reflect adversely upon the employee's position with the City of Moscow;
9. Not use substances, unlawful or otherwise, which will impair the employee's ability to function as a valued and competent member of the City of Moscow work force;
10. Not engage in conduct that would suspend any licenses required for the employee's ability to perform the employee's essential job functions; and
11. Not engage in workplace or public conduct otherwise detrimental to the accomplishment of the goals established by the City Council or the official or department for whom the employee works.

III. Workplace Conduct

Employees are expected to conduct themselves in the workplace in accordance with the following rules. These rules are not all-inclusive of conduct expected of City of Moscow employees and specific City Departments may have additional work place rules.

A. Each employee of the City shall:

1. Give best efforts to accomplish the work of the City of Moscow for public benefit in accordance with policies and procedures adopted by the City Council;

2. Adhere to any code of ethics in employee's profession and avoid conflicts of interest or using employee's public position for personal gain;
3. Follow all rules for care and use of public property to assure that the public investment in equipment is protected and that the safety of the public and other employees is maintained;
4. Abide by all departmental rules whether they be written or issued orally by their supervisor. No employee will be required to follow the directive of a supervisor which violates laws of any local jurisdiction, the state, or nation;
5. Abide by City of Moscow rules concerning the dissemination of information to the public from public records or about public matters. The decision to release information from public records or to disclose writings or other information in the hands of a public official belongs with the responsible official who has official custody of that record. Each employee shall maintain the confidential nature of records which are not open to public scrutiny in accordance with the direction of the responsible official. The City has a formal process by which all requests for public records must be submitted, which may change from time to time through City Council by Resolution;
6. Adhere to the defined work schedule and adhere to the procedures for requesting an exception from normal work schedules. Each employee will follow the rules regarding the reporting of work hours and the approval which must be given for pay record submittal. Failure to follow such rules may be grounds for delayed payment of wages, salaries, or reimbursements or for imposition of appropriate disciplinary penalties;
7. Follow rules regarding breaks and lunch periods, including provisions granting supervisors authority to adjust them. Timing of breaks or lunch periods may be changed to accommodate the completion of necessary work;
8. Follow all rules for reporting accidents on the job. Each employee will cooperate in the reporting and reconstruction of any job-related accident in order that workplace hazards can be eliminated and that proper consideration can be accorded to injured workers and the public;
9. Report any accidents observed to have happened on City property or involving City property or personnel. Each employee shall provide as much information as they can from the observations made in the course of activities associated with one's work. Such information should be reported to the employee's immediate supervisor as soon as physically possible and reasonable efforts should be made to assist those in need;
10. Follow all rules regarding safety in the workplace whether established formally by the department or by outside agencies having authority to regulate workplace safety. Employees are encouraged to suggest ways to make the workplace or work procedures safer;

11. Maintain a current driver's license when necessary in the conduct of work for the City. Each employee is obligated to report any state-imposed driving restrictions to their immediate supervisor and to notify their supervisor in the event that their driving abilities are impaired by other than state restrictions; and

12. Perform such obligations as are necessary to carry out the work of the City in an efficient and effective manner and with limited risk to the employee, the public and fellow employees.

B. The foregoing lists are not all-inclusive.

Violation of any of the rules set forth above, in addition to the ones imposed by the employee's supervisor or the employee's department, may be grounds for disciplinary action, including termination. The rules contained in the personnel policy manual are subject to change at any time at the discretion of the City Council upon approval by Resolution, and will be available through the intranet. Employees will be notified of the changes through email and will be required to review the changes and acknowledge their understanding of the changes. The changes approved by City Council are often effective immediately, but the effective date included in the Resolution will govern.

Chapter 2 – Compensation & Benefits

I. Salary Administration

A. Nondiscriminatory and Competitive

The City provides compensation that is nondiscriminatory and which strives to be competitive in relation to the local and regional job market, while taking into consideration the City's overall financial condition and the direction given by the Mayor and Council as they determine budget appropriations every year.

B. Review

Human Resources is responsible for the internal review of 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 education, training, and licensing requirements.

C. Surveys

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

D. Compensation Systems

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

II. Employee Classification

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

A. Employee Classification for Employment Status

1. All employees of the City, including part-time and temporary employees, are at-will employees, except appointed officials.
2. Appointed Officials: Officials appointed pursuant to Idaho Code § 50-204 and Moscow City Code Title 2, Chapter 3 may only be removed pursuant to Idaho Code § 50-206 and Moscow City Code Title 2, Chapter 3.

B. 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 their employment. Primary classes of employees are:

1. Elected Officials

Elected Officials are not considered regular employees. Elected Officials receive salaries pursuant to Moscow City Code Title 1, Chapter 8.

2. Full-Time Regular Employees

Employees whose employment is sustained and continuing and whose typical work period consists of at least forty (40) hours per week are eligible for employee benefits provided by the City.

3. Part-Time Regular Employees

- a. Employees whose employment is sustained and continuing and whose typical work period consists of more than nineteen (19) but less than forty (40) hours per week 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.
- b. Employees whose employment is sustained and continuing and whose typical work period consists of nineteen (19) hours or less per week. These employees receive no benefits provided to regular employees.

4. Full- or Part-Time Temporary Employees

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.

III. Compensation

A. 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 remain unchanged for any time period. Final decisions regarding compensation policy rest with the City Council.

B. Compliance with State and Federal Pay Regulations

The City will comply with all state and federal pay regulations governing compensation of its employees. Information contained within this policy is reflective of U.S. Department of Labor's administration of FLSA (<https://www.dol.gov/agencies/whd/flsa>).

C. Right to Change Compensation and Benefits

The City may change 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.

IV. Health Benefits

The City will provide its employees with the opportunity to participate in health-related benefit programs, which includes medical, dental, and vision. The City also has various voluntary programs that may be available to employees and that may change based on demand and what is available from the City's providers. Information and explanations of the various benefit plans that employees are eligible to participate in will be furnished to all plan participants on a timely and continuing basis by Human Resources. The City reserves the right to modify, amend, or terminate its benefits at any time in accordance with all federal and state regulations.

A. Health Benefit Coverage by Employee Classification

1. Elected Officials

Elected officials are not eligible to receive health benefits.

2. Full-Time Regular Employees

- a. The City shall provide full coverage for medical, dental, and vision for the employee at no cost for the base plan. If an employee selects an enhanced plan, the employee shall be required to pay the difference in cost above the base plan.
- b. The City shall pay a percentage, not less than 50%, of their eligible dependent(s) premium for medical, dental, and vision coverage for the base plan. This percentage will be approved by the City Council prior to open enrollment of each new benefit plan year. The employee shall be responsible for the remainder of the eligible dependent(s) premium. If an employee selects an enhanced plan, the employee shall be responsible for any additional dependent(s) premium cost above the base plan.

- c. When both benefit-eligible parents are employed by the City, the City will provide full coverage for medical, dental and vision for both employees and their eligible dependent(s) at no cost for the base plan. If the employee(s) select an enhanced plan, the employee(s) shall be responsible for any additional cost above the base plan.

3. Part-Time Regular Employees

- a. Part-time employees who consistently work more than thirty (30) hours per week shall be eligible to receive full coverage for medical, dental, and vision in the same manner as a full-time regular employee as described herein, including coverage for their dependent(s).
- b. Part-time employees who work less than thirty (30) hours per week are not eligible to receive health benefits.

4. Full or Part-Time Temporary and Seasonal Employees

Full or part-time temporary and seasonal employees are not eligible to receive health benefits.

B. Enrollment

1. New Benefit-Eligible Employees

Insurance coverage generally becomes effective on the first day of the calendar month following the first date of work.

2. Annual Open Enrollment

Benefit Eligible employees have the opportunity to make changes to benefit elections annually at open enrollment. Human Resources will notify employees of the open enrollment period. Employees will only be permitted to make changes during the open enrollment, absent the occurrence of a qualifying life event.

3. Qualifying Life Event

Employees (and covered dependents) who would otherwise lose or gain health coverage because of a qualifying “life event” as defined by the benefit provider may be eligible to enroll in, or make changes to, the City’s benefits outside the open enrollment period. Qualifying life events are circumstances that can significantly impact your personal and financial situation and may include, but are not limited to; getting married, getting divorced, birth of a baby or adopting a child, the death of a spouse, termination of employment, and loss of dependent status, and are eligible to continue coverage under terms established by federal law known as COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985).

4. Retiree and Termination of Employment Coverage

Eligible employees who retire or terminate employment from the City may be able to continue medical, dental, and vision benefit coverage through COBRA. COBRA information is provided separately and at the time of separation. Employees may contact Human Resources for COBRA-related information.

C. Eligible Dependents

1. Spouse: A person to whom the employee is legally married.
2. Domestic Partner (Affidavit Required) who meets the following criteria:
 - a. 18 years of age or older;
 - b. Share a close personal relationship and are each other's sole domestic partner;
 - c. Responsible for each other's common welfare;
 - d. Not legally married to anyone else;
 - e. Not related by blood closer than would bar marriage in state of residence;
 - f. Currently shares same and regular permanent residence and intend to do so indefinitely; and
 - g. Jointly share financial responsibility for "basic living expenses" including cost of food, shelter, and other costs such as medical expenses.
3. Children: Employee's (or spouse's/domestic partner's) child who is under the age 26 and who meets the following criteria:
 - a. Employee's (or spouse's/domestic partner's) natural child, stepchild, adopted child or child legally placed with the employee (or spouse/domestic partner) for adoption;
 - b. A child for whom the employee (or employee's spouse/domestic partner) has court-appointed legal guardianship; or
 - c. A child for whom the employee (or employee's spouse/domestic partner) are required to provide coverage by a legal qualified medical child support order (QMCSO).
4. Employee's (or spouse's/domestic partner's) child who is age 26 or over and incapable of self-support because of intellectual disability or physical handicap that began before their 26th birthday. Employee must complete and submit an affidavit of dependent eligibility form, with written evidence of the child's incapacity, within 31 days of the child's 26th birthday, or employee's insurance

effective date, whichever occurs later, and where either: the child is an eligible enrolled child before their 26th birthday; or, the child's 26th birthday preceded the employee's effective date and the child has been continuously covered as the employee's dependent on group coverage since that birthday.

V. Retirement Benefits

Employees become a PERSI member when they work in an eligible position with a PERSI employer. When an employee earns sixty (60) months of service credit, they will be vested to receive a lifetime benefit at retirement. The sixty (60) month vesting period (five (5) months for elected and some appointed officials) does not need to be with the same PERSI employer. Unless an employee leaves public employment altogether, changing jobs should not affect their PERSI membership.

A. Enrollment in the PERSI Base Plan is automatic.

Pursuant to Idaho law, employees automatically become a member of PERSI and eligible for the Base Plan if:

1. Employer belongs to PERSI; and
2. Employment is for 5 consecutive months or more; and
3. Employee normally works 20 hours or more per week; and
4. An elected or appointed official serving on a board, council, or commission who receives a salary or honorarium for services performed, even though you receive a nominal salary and do not normally work 20 hours or more per week.

B. Those NOT eligible to join PERSI include:

1. Independent contractors;
2. Employee is provided employment in a public program benefiting themselves;
3. Inmates of a state correctional institution;
4. Student at a state college or university, and employed at the same school where the employment depends on maintaining student status;
5. Employee is making contributions to the U.S. Civil Service Commission under the U.S. Civil Service System Retirement Act; and
6. Seasonal employees whose employment depends on weather and growing seasons with less than 8 months of service.

C. PERSI Contributions and Regulations

1. Employee contributions are made by the employee and employer contributions are made by the City through the payroll process on a percentage of salary determined by PERSI.
2. Regulations pertaining to PERSI are pursuant to Idaho Code Title 59, Chapter 13 and IDAPA 59.
3. Additional information may be obtained by visiting the official website: persi.idaho.gov

VI. Overtime

The City follows the federal overtime provisions contained in the Fair Labor Standards Act (FLSA) and as amended. All employees are classified as exempt (salaried) or non-exempt (hourly) for purposes of complying with FLSA. Unless exempt, employees covered by the Act must receive overtime pay in accordance with the provisions of applicable wage and hour laws and as detailed in Chapter 2 Section VI.B Overtime Eligibility. Overtime shall be compensated at a rate of one and one half (1 ½) times the regular hourly rate. Time worked on Saturdays, Sundays, or regular days of rest, are compensated at the regular hourly rate unless overtime is worked on such days.

A. Exempt and Non-Exempt Employees

1. Exempt Employees - Employees who are exempt from the overtime provisions of the FLSA. These employees are paid based on a salary commensurate with their job functions and meet the requirements of an exempt employee per the FLSA. Exempt employees generally receive the same weekly or bi-weekly salary regardless of hours worked.
2. Non-Exempt Employees - Employees who are subject to the minimum wage and overtime pay provisions of the FLSA. These employees are paid based on an hourly rate and based on the hours worked.

B. Overtime Eligibility

1. Overtime shall be defined as any time worked beyond the regular hours designated in the work period as indicated below:
 - a. Non-public safety personnel: Overtime for non-public safety personnel is defined as any time worked beyond forty (40) hours per work week.
 - b. Public Safety Personnel (Sworn Law Enforcement and Fire Personnel as defined in Idaho Administrative Code 59.01.01.200) Overtime for sworn law enforcement and fire personnel is defined as any time worked beyond eighty (80) hours per pay period.
 - c. Paramedic/Firefighters shall be paid threshold pay for hours worked in excess of one hundred and six (106) hours worked in a fourteen (14) day

work period. The threshold rate shall be calculated by dividing the annual salary by Two Thousand, Seven Hundred Fifty-Six (2,756) and then dividing the results by two (2).

2. Overtime pay earned in a particular workweek or work period must be paid on the regular payday for the pay period in which the wages were earned. The amount of overtime pay due to an employee is based on the employee's regular rate of pay and the number of hours worked in a work period as defined in this policy document.
3. It is the policy of the City to limit overtime work. When overtime is necessary and consistent with the protection of the lives and property of the citizens of Moscow and the efficient operation of the various Departments, such overtime may be authorized by the employee's supervisor but shall be kept at a minimum. Prior authorization by the employee's supervisor is required before overtime can be incurred. Supervisors are responsible for ensuring that overtime hours are kept to a minimum. The supervisor has the discretion, in situations where an employee works more hours than their regular work schedule in any given day, to adjust the employee's hours for the rest of the work period to avoid overtime whenever possible.
4. Non-exempt, sworn law enforcement and fire protection personnel who are assigned to shifts, but use hours charged to sick leave, vacation leave, compensatory time or a City-designated holiday WILL be counted as hours worked for overtime purposes. For all other employees, holiday pay WILL NOT be counted when calculating the number of hours worked during a forty (40) hour pay period.
5. The City will allow the accumulation of compensatory time instead of overtime pay at a rate of one and one half (1½) hours for each hour worked in excess of the defined work period as detailed in Chapter 2 Section VII. Compensatory Time.

VII. Compensatory Time

A. Compensatory Time

1. Compensatory time are hours of leave that are earned in lieu of taking overtime pay. Compensatory time may be earned whenever required by a supervisor or when requested by an employee with a supervisor's approval. Compensatory time is earned at the rate of one and one-half (1½) hours of leave per hour of work performed that would otherwise qualify for overtime pay. The City will allow the accumulation of compensatory time in lieu of overtime pay in an amount not to exceed eighty (80) hours at any time.
2. The use of compensatory time should be requested at a minimum of forty-eight (48) hours in advance and approved by the supervisor or manager. The minimum notice requirement may be altered on a case by case basis at the

discretion of the supervisor or manager. The use of earned compensatory leave depends upon the department's ability to effectively operate during an employee's requested absence. Every effort will be made to permit an employee to use compensatory leave on the date requested unless doing so would unduly disrupt the operations of the department.

3. If repeated requests to use compensatory time are unable to be scheduled and reasonable opportunities to use such time are unavailable, an employee's accrued compensatory time will be paid via the payroll process. In the event the supervisor or employee feel repeated requests for time off have not been met or are not able to be accommodated, a request for such payout is to be directed to Human Resources for review.
4. Compensatory time earned in a pay period may not also be used in that same pay period. University Special Events overtime shall not be taken in compensatory time, pursuant to the City's Contract with the University of Idaho.
5. Earning and using compensatory time must be pre-approved by the immediate supervisor.

B. Compensatory Pay

1. When an employee selects compensatory time in lieu of pay, a later request to convert the compensatory time to pay will not be permitted, except in situations where the employee has requested to use compensatory time that was not approved and reasonable opportunities to use such time were not available.
2. Employees will be paid for all accrued compensatory time upon their termination of employment.

VIII. Educational Assistance

- A. The City recognizes the need for employees to continually grow and enhance their skills and knowledge. Regular full-time employees with at least one (1) year of service may be eligible to be reimbursed for expenses relating to tuition for work-related classes. An employee who meets the eligibility criteria is not guaranteed educational assistance. Programs must be reviewed by the employee's supervisor and approved by the City Administrator prior to registration.
- B. A passing grade must be achieved to qualify for reimbursement. Transcripts and receipts must be submitted to Human Resources within sixty (60) days following the completion of the course to receive reimbursement. At the discretion of the City Administrator, tuition may be paid by the City prior to taking the class.
 1. Recognizing the constraints of budgetary resources, the number of employees approved for educational assistance shall be limited at the discretion of the City Administrator.

2. Employees who are terminated during enrollment because of a reduction in force or job elimination will be reimbursed for the full amount of the costs of education incurred up to the date of termination.
3. Employees who, prior to completing the approved course, voluntarily leave the City or are terminated for reasons other than those listed above will not be reimbursed for the expenses associated with the course. If tuition was paid in advance by the City, reimbursement will be made to the City by deduction from the employee's final pay check, or if insufficient funds are available in the employee's last pay check, employee will be required to reimburse City for its contribution to the tuition paid.
4. Employees seeking reimbursement for educational expenses must agree in writing to repay the City in full for all tuition expenses reimbursed by the City if the employee leaves the City voluntarily or is terminated within one (1) year from the date of reimbursement. Reimbursement to the City will be made by deduction from the employee's final pay check, or if insufficient funds are available in the employee's last pay check, employee will be required to reimburse City for its contribution to the educational assistance expenses.
5. Employees are expected to schedule class attendance and the completion of study assignments outside of the employee's regular working hours. If it is necessary to schedule a class during normal working hours, the employee and their supervisor will mutually agree on a plan to make up the lost work time. Make-up time will not be counted for overtime purposes unless actual hours worked exceed forty (40) during the work week. It is expected that educational activities will not interfere with the employee's work, and unsatisfactory job performance during enrollment may result in forfeiture of educational assistance and termination of employment.
6. Records of all educational programs completed by each employee will be maintained by Human Resources.
7. In keeping with IRS guidelines any educational assistance amounts paid on the behalf of any employee greater than the currently adopted IRS amount will be subject to tax and will be reported as such on the employees W2.

Chapter 3 – Hiring

I. Equal Employment Opportunity

- A. All selection of employees and all employment decisions, including hiring, 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 (including pregnancy), 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.
- B. 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. The law requires an employer to reasonably accommodate an employee's religious beliefs or practices, unless doing so would cause a burden that is substantial in the overall context of the City's business. An employee should advise either the manager, supervisor, or Human Resources if they require accommodation for religious reasons.
- C. Any concerns regarding hiring or other employment practices should be brought to Human Resources or City Administrator'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.

II. Americans With Disabilities Act

The law requires that the City provide reasonable accommodation to an employee with a disability, unless doing so would cause significant difficulty or expense for the employer. Americans with Disabilities Act of 1990, 42 USC 12101, et seq. A reasonable accommodation is any change in the workplace (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment. 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 manager, supervisor, or Human Resources if they require an accommodation to enable the employee to perform the job's essential tasks.

III. Veteran's Preference and Rights

- A. The City will grant a preference to individuals eligible for preference pursuant to Idaho Code § 65-503. In the event of equal qualifications for an available position, a veteran or family member who qualifies for the preference will be selected.

- B. The City will comply with the reemployment, leave of absence, and other provisions of the Uniformed Services Employment and Reemployment Rights Act, 38 USC. § 4301, et seq. and Idaho Code § 65-508.

IV. Nepotism/Hiring of Relative

- A. 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, Idaho Code §18-1359 and their successors. Any employment made in violation of these sections may be void.
- B. 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 shall be appointed to any compensated office, position, employment or duty (I.C. § 18-1359(3)); and
 - 2. No public servant, including Elected Officials and employees, shall appoint or vote for the appointment of any person related to them by blood or marriage within the second degree to any compensated office, position, employment or duty. This means no one related within the second degree 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 (I.C. § 18-1359(1)(e)).
- C. An employee whose relative is subsequently elected may be eligible to retain employee's position and receive general pay increases, step increases, cost of living increases, and/or other across the board increases in salary or merit increases, benefits and bonuses or promotions as allowed by relevant provisions of Idaho law, including I.C. § 18-1359(5).
- D. A relative of an employee will be considered for employment by the City if the applicant possesses all the qualifications for employment. However, a relative will not be hired if the employment would:
 - 1. Create either a direct or indirect supervisor/subordinate relationship with the relative; or
 - 2. Create either an actual conflict of interest or the appearance of a conflict of interest as determined by Human Resources or when the conflict may involve Human Resources staff, as determined by the City Administrator.
- E. 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.
- F. These criteria will also be considered when assigning, transferring, or promoting an employee.

G. For the purpose of this policy, the definitions that apply to this section are as follows:

1. *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 eighteen (18), or age eighteen (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 twelve (12) months of age.
2. *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.
3. *Household* – The spouse and dependent children of the elected official or employee and/or persons whom the elected official or employee is legally obligated to support (I.C. § 74-403(7)). 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.
4. *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.
5. *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.
6. *Relative* - Related to Elected official/employee by blood or marriage within the second degree (I.C. 18-1361A). A relative of the second degree includes an aunt, uncle, grandparent, grandchild, niece, nephew, and first cousin.
7. *Spouse* - A husband or wife as defined or recognized under State law for purposes of marriage in the State where the employee resides.

V. Promotion & Transfer

- A. 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. The City of Moscow strives to provide training and development for employees and to offer employees promotions to higher-level positions when appropriate and as the position and funding becomes available. Promotions 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.
- B. 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 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. Promoted and transferred employees are subject to the provisions of the INTRODUCTORY PERIOD policy and are subject to all requirements of the new position.

VI. 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.

Chapter 4 - Performance Evaluation

I. Introductory Period

All new employees, and all present employees transferred or promoted to a new job, are to be carefully monitored and evaluated for an initial introductory period. After satisfactory completion of the introductory period, those employees will be evaluated as provided for in the PERFORMANCE APPRAISALS section.

- A. Unless otherwise specified within the job offer letter or other documentation, the introductory period shall last six (6) months from the date of hire. Supervisors should observe carefully the performance of each employee in a new job position. Where appropriate, weaknesses in performance, behavior, or conduct are to be brought to the employee's attention for correction prior to the end of the introductory period.
- B. The introductory period for police officers may last up to twelve (12) months from the date of hire and is dependent on the successful completion of the Moscow Police Department Field Training and Evaluation Program and achieving the state of Idaho basic Peace Officer Standards and Training (POST) certification.
- C. The introductory period for paramedic/firefighters shall last twelve (12) months from the date of hire.
- D. Supervisors will prepare a written evaluation of the employee's job performance prior to the end of the introductory period. The evaluation shall include a recommendation as to whether the employee should continue in the position or whether the introductory period should be extended as described below. Copies of the evaluation shall be forwarded to the department manager/supervisor and Human Resources for inclusion in the employee's personnel file.
- E. Employees will be allowed to continue in their new positions if they are given both a satisfactory evaluation by the end of their introductory period, and their supervisor's endorsement to continue in the job.
- F. Employees who do not receive a satisfactory evaluation and endorsement may have their introductory period extended by up to an additional six (6) months to demonstrate their ability to do the job if the supervisor feels additional time is warranted in order to achieve acceptable job performance. The introductory period may also be extended by the number of workdays missed because of an excused absence or other circumstances that necessitate extending the introductory period. Employees will be provided notification of the extension of the introductory period in writing.
- G. Supervisors may recommend the termination of an employee at any time during their introductory period. A recommendation for termination should be submitted in writing to Human Resources for review and should include an evaluation and a

listing of actions taken to assist the employee. Employees will not be entitled to the appeal process during their introductory period.

- H. Transferred or promoted employees who are unable to perform satisfactorily in their new jobs may be returned to their original jobs, if a vacancy exists, or may be terminated.

II. Performance Appraisals

- A. Job performance of each employee should be evaluated regularly by the employee's supervisor. Supervisors should complete performance appraisals upon the following occasions:

1. At the conclusion of their introductory period; and
2. Annually prior to the start of the calendar year.

- B. In addition to scheduled appraisals, supervisors should discuss with employees any performance issues that warrant attention as they arise and should keep records of any significant incidents, which includes actions taken by the supervisor to address the performance issues or matters of concern.

- C. Performance Appraisal Guidelines:

1. In evaluating employees, supervisors should consider such factors as the experience and training provided to the employee, the job description, and the employee's attainment of previously set objectives and goals. Other factors that normally should be considered include, but are not limited to, knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, conduct, acceptance of responsibility, and adherence to City policies and procedures.
2. In completing evaluations, supervisors should prepare a written appraisal of each employee's job performance. Such an appraisal should include the supervisor's comments and recommendations, an action plan for both the employee and supervisor, and agreed upon performance goals for the next evaluation period if appropriate.
3. The supervisor's manager should review each supervisor's written evaluation to help assure that the evaluation has been properly completed in as fair and objective a manner as possible prior to the supervisor discussing the evaluation with the employee.
4. The supervisor and employee should meet and discuss the evaluation, assess the employee's strengths and weaknesses in a constructive manner, and set objectives and goals for the period ahead. The employee should be given the opportunity to examine the evaluation and make written comments about any

aspect of it. The employee and supervisor should then sign and date the evaluation.

5. Employees may add written comments to their performance appraisal and may request a review by their supervisors' manager or Human Resources.
6. Information derived from the performance appraisal may be considered when making decisions affecting an employee including, but not limited to, training needs and opportunities, pay, promotion, transfer, or continued employment.
7. The final evaluation should then be forwarded to Human Resources for review and inclusion in the employee's personnel file.

Chapter 5 - Legal Requirements

I. Unlawful Workplace Discrimination, Harassment and Retaliation

A. Overview

The City strives to maintain a supportive and civil workplace – one in which employees treat each other with respect and dignity. In keeping with these values, the City promotes equal employment opportunities and prohibits and does not tolerate unlawful workplace discrimination, harassment or retaliation. The following defined terms are applicable to this section:

1. Legally protected class means a personal characteristic that is protected by law. Title VII of the US Civil Rights Act of 1964 includes the following protected classes, race, color, national origin, religion, sex (including pregnancy, sexual orientation and gender identity), age (40 and older), disability, or any other characteristic protected by law.
2. Participation in the workplace includes all aspects of being an employee at the City, including recruitment, hiring, job performance, performance reviews, training, development, promotion, demotion, transfer, compensation, benefits, educational assistance, layoff and recall, participation in social and recreational programs, termination and/or retirement.

B. Workplace Discrimination

1. Workplace discrimination is disparate treatment of an individual as a result of their membership in a legally protected class with respect to their participation in the workplace. Adverse employment actions usually involve decisions made by supervisors, managers, or Elected Officials that affect the workplace status and benefits of employees.
2. Illegal adverse employment actions may include, but are not limited to, not hiring a qualified applicant due to their age, not promoting an employee due to their religious beliefs, denying an employee a raise due to their race, disciplining an employee more harshly than others due to their sex, and terminating an employee due to their national origin.

C. Workplace Harassment

1. Workplace harassment is unwelcome conduct that is directed to anyone in the workplace that interferes with their participation in the workplace. The offensive conduct must be severe or recurring such that it creates a work environment that a reasonable person would consider intimidating, hostile or abusive.

2. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures.

D. Workplace Sexual Harassment

1. Sexual harassment is a specific type of workplace harassment. Since it is particularly destructive to the work environment it is more thoroughly addressed here. Sexual harassment occurs when one or more persons are subject to unwelcome sexual advances, request for sexual favors, or other verbal, non-verbal, visual or physical harassment of a sexual nature such that it creates a hostile or offensive work environment.
2. Sexual harassment includes sexually harassing others of the same and/or different gender, gender identity or gender expression. Sexual harassment is unlawful whether it involves co-workers, supervisors, managers, Elected Officials, or customers of the City. Sexual harassment may include, but is not limited to:
 - a. Leering, making sexual gestures, or displaying derogatory and or sexually suggestive objects, pictures, cartoons, posters or drawings;
 - b. Sexually degrading language, derogatory comments, epithets, slurs, sexually explicit jokes or comments;
 - c. Verbal or non-verbal unwanted sexual advances or propositions;
 - d. Threatening or making reprisals after a negative response to sexual advances;
 - e. Offering employment benefits such as raises, promotions and job retention in exchange for sexual favors;
 - f. Unwanted physical conduct such as touching, massaging, pinching, patting, hugging; and
 - g. Physical interference with normal work or movement including impeding or blocking movement.

E. Hostile Work Environment

Pursuant to the Idaho Human Rights Act (IHRA), in order to show that a work environment is sufficiently hostile, a plaintiff must show the occurrence of numerous improper acts which establish a pattern of conduct sufficiently severe or pervasive to alter the conditions of employment. *Patterson v. State Department of Health & Welfare*, 151 Idaho 310 (2011).

The standard to prove a hostile environment under the Idaho Human Rights Act (IHRA) is that the environment is both subjectively and objectively perceived as hostile based on a totality of the circumstances.

F. Workplace Retaliation

Workplace retaliation is when an employee is punished or negatively treated because the employee engaged in legally protected activity, including initiating a complaint of discrimination or harassment, providing information or assisting in an investigation or refusing to follow orders that would result in discrimination or harassment. Retaliation can result from employment action taken by a supervisor, manager, Elected Official or from acts of other employees.

Examples of conduct that might be considered retaliation for engaging in protected activity include assigning the employee to less desirable tasks or shifts in the office, denying an employee a promotion or raise, socially isolating an employee, playing practical jokes on the employee, and allowing other employees to be critical of an employee for participating in a workplace investigation into alleged discrimination or harassment.

G. Reporting Process

1. The City encourages employees to report any perceived incident of harassment, discrimination or retaliation to which they have been subjected or have witnessed, regardless of the offender's identity or position. Employees, if comfortable doing so, may advise the offender that their behavior is unwelcome and request that it be discontinued immediately. This action alone may stop the behavior which is in process, and may thereby resolve the immediate situation. Of course, the employee may prefer to disengage from the situation and pursue the matter through the City's reporting procedure and is encouraged to do so.
2. The following steps must be followed to report and for the City to then investigate incidents of unlawful discrimination, harassment, sexual harassment, retaliation, or the development of a hostile work environment.
 - a. An employee who believes they have been unlawfully discriminated, harassed or retaliated against, or who observes or knows about behavior in the workplace that could be considered unlawful discrimination, harassment or retaliation, should report it to their supervisor, manager, Human Resources, City Administrator, or City Attorney as soon as possible after the observed or experienced incident.
 - b. The individual receiving the report must then forward it to Human Resources. If Human Resources is the subject of the complaint, the report must then be forwarded to the City Attorney.
 - c. Once such a complaint has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.

- d. Human Resources/City Attorney (whoever initially received the complaint) should promptly review the complaint and consult with the City Attorney (or the City Attorney should promptly review the complaint and consult with the City Administrator).
- e. In appropriate circumstances, the employee who is alleged to have committed the offense may be placed on paid or unpaid administrative leave pending the investigation into the allegations, such determination is made by the City Administrator.
- f. Human Resources, in consultation with the City Attorney (or City Attorney in consultation with the City Administrator), will engage an appropriate person to investigate the complaint. The investigator should be a neutral party.
- g. The investigator will interview the complainant, the employee alleged to have committed the offense(s), and any relevant witnesses.
- h. At the conclusion of the investigation, the investigator will submit a report of the findings to Human Resources (or City Attorney), who will then route it as appropriate.
 - i. Human Resources (or City Attorney) and/or the appropriate supervisors and legal counsel for the City will meet separately with both the complainant and the employee alleged to have committed the offense(s) to notify them in person of the findings of the investigation.
 - ii. The complainant and the employee alleged to have committed the offense(s) may submit written statements to Human Resources (or City Attorney) and/or supervisors challenging the factual basis of the findings. Unless circumstances prevent, the statement must be submitted no later than 5 working days after the meeting in which the findings of the investigation are discussed.
- i. After Human Resources (or City Attorney) and/or supervisors have met with both parties and reviewed the documentation, and after consultation with legal counsel for the City, a decision will be made as to what action, if any, should be taken by the City Administrator.
- j. At the conclusion of this complaint procedure:
 - i. The accused will be informed as to the disciplinary action, if any is determined to be needed.
 - ii. The complainant should be informed that appropriate action, if any, has been taken. Because disciplinary personnel matters are confidential, details of the specific discipline should not be shared with the complainant.

3. Any retaliation against an individual for reporting harassment, discrimination or hostile work environment or for participating in an investigation of a claim related to any of the such, is serious and, like the act of harassment, discrimination or hostile work environment itself, will be subject to an investigation and possible disciplinary action. Acts of retaliation should be reported promptly.

H. Disciplinary Action

If it is determined that unlawful discrimination, harassment or retaliation has occurred, an appropriate course of action will be taken by the City. The action will depend on the following factors:

1. The severity, frequency and pervasiveness of the conduct;
2. The conduct of the respective employees;
3. Prior complaints made against the employee alleged to have committed the offense; and
4. The quality of the evidence (first-hand knowledge, credible corroboration etc.).

If problematic conduct is revealed in the investigation, corrective action may be taken even if the investigation is inconclusive or if it is determined that there has been no unlawful discrimination, harassment or retaliation.

I. Confidentiality

Confidentiality will be maintained to the fullest extent possible in accordance with applicable federal, state and local law. However, a complete and thorough investigation of the allegations will require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved. The City's insurer may also be engaged to assist in any or all phases of any proceeding or investigation.

II. Drug-Free Workplace Policy

A. Expectations

1. The City recognizes alcohol and drug abuse as potential health, safety and security problems. The City expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment, and violations of the policy may lead to discipline and/or termination.
2. All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution or purchase of illicit drugs, alcohol or other

intoxicants, as well as the misuse of prescription drugs on City premises or at any time and any place during working hours. While we cannot control the behavior of employees off the premises on their own time, we certainly encourage employees to behave responsibly and appropriately at all times. All employees are required to report to their jobs in an appropriate mental and physical condition, ready to work.

3. Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. Employees may inform their immediate supervisor, manager, or the Human Resources Office for assistance in seeking help, including possible coverage under the City's medical insurance plan to address substance abuse. When work performance is negatively impacted by an employee's substance use, the employee's admission to or use of a treatment or other program does not preclude appropriate disciplinary action by the City, which may include termination.

B. Reasonable Suspicion Test

1. Behavior exhibited by an employee that causes reasonable suspicion to believe an employee may be under the influence of alcohol, drugs or other intoxicating substances should be reported immediately to a supervisor. Supervisors should then immediately report to Human Resources or designee. Human Resources or designee, together with the supervisor, will determine whether the employee should be examined by a physician or clinic and whether or not the employee should be tested for drugs, alcohol, and/or any other intoxicating substances (reasonable suspicion test).
2. Employees believed to be under the influence of drugs, narcotics, alcohol, or any intoxicating substance will be required to leave the premises. Human Resources or supervisor will arrange safe transit for any employee who is required to leave. Employee will be required to utilize sick leave or vacation leave for this time away from work.

C. Drug Testing

1. Pre-employment: Only Police Officers and employees filling positions requiring a commercial driver's license and subject to Federal Department of Transportation regulations are required to complete pre-employment drug and alcohol tests.
2. Random: No drivers other than CDL holders will be randomly tested for drugs, alcohol, or other intoxicating substances.
3. Reasonable Suspicion: Drug and alcohol tests may be conducted on any employee where there is a reasonable suspicion that the employee is impaired by drugs, alcohol, or other intoxicating substances. The basis of suspicion

indicating drug or alcohol impairment may be a specific contemporaneous event or conduct evidencing impairment observed over a period of time.

4. Post-Accident Testing:

An employee who is operating a City vehicle or is driving their personal vehicle while conducting official city business and is involved in a motor vehicle accident must notify the City of the accident as quickly as possible. Employees must comply with any drug and alcohol testing requirement based on the nature of the accident and as follows:

- a. When the accident occurs on public or private roadways or private property – a post-accident drug and alcohol test is required if one of the following conditions are met:
 - i. If the accident involved the loss of human life or any bodily injury to any person involved in the accident;
 - ii. If the accident results in one or more motor vehicles incurring disabling damage as a result of the accident. Disabling damage is defined as the motor vehicle needing to be transported away from the scene by a tow truck or other motor vehicle due to the damage sustained from the accident.
 - iii. If the accident results in damage to public or private property estimated at \$2,500 or more by the employee's supervisor or designee.
 - iv. If the supervisor or designee has reasonable suspicion that the employee is impaired by drugs, alcohol, or other intoxicating substances.
- b. When the accident occurs on City property – the supervisor shall determine if a post-accident drug or alcohol test is required.
- c. When a post-accident test is required, alcohol testing must be performed within two (2) hours of the accident, and drug testing must be performed within thirty-two (32) hours of the accident. Any employee required to be tested under this section must remain readily available for such testing and such employee may not consume drugs, alcohol, and/or an intoxicating substance within thirty-two (32) hours post-accident.
- d. An employee who is seriously injured and cannot provide a specimen for testing will be required to authorize the release of relevant hospital reports that would indicate the presence, or lack thereof, of drugs, alcohol, and/or other intoxicating substances in such driver's system at the time of the incident.

5. Refusal to Test:

Federal regulations and standards established by the U.S. Department of Transportation and standards established by the U.S. Department of Transportation prohibit CDL license holders from refusing a test. The following are some examples of conduct that the regulations define as refusing a test:

- a. Failing to appear for any test after you were directed to do so by the City.
- b. Failing to remain at the testing site until the testing process is completed.
- c. Failing to provide a urine or breath sample.
- d. Failing to permit the observation or monitoring of your providing a urine specimen.
- e. Failing to provide a sufficient urine or breath sample (when it has been determined through the required medical evaluation that there was not adequate medical explanation for the failure).
- f. Failing to take a second test when directed to do so.
- g. Failing to cooperate with any part of the testing process, including but not limited to:
 - i. Refusing to empty your pockets
 - ii. Behaving in a confrontational manner with the collector
- h. Failing to wash your hands when directed to do so.
- i. Failing to obtain a medical evaluation as part of a “shy bladder” or “shy lung” procedure.
- j. Failing to sign Step 2 of the Alcohol Test Form.
- k. Providing a urine specimen that is verified as adulterated or substituted.
- l. Failing to follow the observer’s instructions during a directly observed urine collection.
- m. Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process
- n. Admitting to the collector or MRO that you adulterated or substituted a specimen.

6. Consequences of a Refusal to Test:

A determination of refusal to test has the same consequences as those who receive a positive test. CDL employees who refuse to submit to a test will be subject to discipline, up to and including termination.

D. Counseling

1. Employees who are experiencing work-related or personal problems resulting from drug, narcotic, or alcohol abuse or dependency may request or be required to seek counseling help. City-sponsored or required counseling will be kept confidential and will not have any influence on performance appraisals. Job performance alone, not the fact that an employee seeks counseling, is to be the basis of all performance appraisals.
2. Any employee who is abusing drugs, alcohol, and/or other intoxicating substances may be granted a leave of absence to undertake rehabilitation treatment. The employee will not be permitted to return to work until certification is presented to Human Resources that the employee is capable of performing their job. Failure to cooperate with an agreed-upon treatment plan may result in discipline, up to and including termination. Participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this or other City policies.
3. Employees who violate this policy will be subject to the Employee Discipline Policy.

E. Commercial Drivers Licenses

1. Employees whose jobs require a valid Commercial Driver's License (CDL) license must keep their license on their person at all times when working. Employees who are at work without their CDL license will be sent home and/or will be subject to disciplinary action.
2. Employees must notify their supervisor and Human Resources immediately if there has been any action taken against their license for any traffic violations (except parking), including but not limited to suspension, revocation, cancellations or if you are disqualified from CDL driving. The requirement to report is required no matter what type of vehicle you were driving when the action against the employee's license occurred. The U.S. Department of Transportation's Federal Motor Carrier Safety Administration passed The Omnibus Transportation Act, which was intended to create an alcohol and controlled substance free transportation industry. The controlled substance and alcohol testing that is conducted under this act is called Federal or DOT (Department of Transportation) testing. Where there are differences in the requirements under the Omnibus Transportation Act and this policy, the Act takes precedence.
3. Effective January 6, 2020 the U.S. Department of Transportation established the Federal Motor Carrier Safety Administration Clearinghouse. Clearinghouse

rules and regulations apply to a variety of CDL drivers including municipal vehicle drivers. As the City of Moscow employee's municipal vehicle drivers, the City complies with all Clearinghouse regulations.

<https://clearinghouse.fmcsa.dot.gov/Resource/Index/Factsheet>

4. This includes a requirement to conduct both electronic queries and traditional manual inquiries with previous employers to meet the three-year implementation timeframe (through January 6, 2023) as required by FMCSA's drug and alcohol use testing program, for checking CDL driver violation histories.
5. The following policy information regarding the use of controlled substances and alcohol, required tests, testing procedures, test results and their consequences, apply to CDL-covered employees performing safety-sensitive duties.

F. Employees Subject to Federal DOT Testing

The Federal DOT alcohol and controlled substance testing rules apply to every person who operates a commercial motor vehicle (CMV) in interstate or intrastate commerce. This includes individuals who only operate a CMV occasionally or in an emergency.

G. Definition of Safety Sensitive Functions

A CDL employee is performing a safety sensitive function at the following times:

1. All time on City property, public property, or other property waiting to be dispatched to drive;
2. All time inspecting, servicing or conditioning any CMV at any time;
3. All CMV driving time;
4. All time other than driving time in or upon any CMV;
5. All time loading or unloading a vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving receipts for shipments loaded or unloaded;
6. All time spent performing driver requirements relating to accidents; and
7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

H. Prohibited Conduct - CDL-Covered Employees May Not:

1. Use any illicit (illegal) controlled substance. *
2. Possess any illegal controlled substance while assigned to or performing safety-sensitive functions.
3. Use any legal prescription which is a controlled substance (or possess it while assigned to or performing safety-sensitive functions), unless taking it in accordance with the instructions of a licensed medical provider, and that medical provider has advised that it will not adversely affect your ability to safely operate a CMV.
4. Use or possess alcohol while assigned to or performing safety-sensitive functions. This includes anything that contains alcohol, such as mouthwash and cough medication.
5. Perform safety-sensitive functions within eight (8) hours after using alcohol.
6. Report for duty or remain on duty if:
 - a. Under the influence or impaired by alcohol; or
 - b. Have a blood alcohol concentration of .02 or greater
7. Refuse to submit to any test for alcohol or controlled substances (refusal also means adulterating or substituting a specimen).

*Medical marijuana, even if legally prescribed in a state, is an illegal drug under Idaho state and federal law. The use of medical marijuana is prohibited conduct for CDL-covered employees.

I. Consequences of Engaging in Prohibited Conduct:

Engaging in prohibited conduct has the same consequences as those for a positive test.

J. Prescription Medicine and Over-The-Counter (OTC) Drugs

These may affect a driver's fitness for duty or ability to perform duties safely. It is the CDL-covered employee's responsibility to know how the medications taken for health reasons affect the ability to perform the employee's job in a safe manner. Employees are encouraged to always ask their medical provider how any medication they are taking will affect their ability to operate a CMV safely.

Chapter 6 - Discipline & Termination

I. Employee Discipline

- A. The Employee Discipline Policy provides the process and progressive measures to address employees' workplace actions and/or violation of the City's standards of conduct and job performance requirements as documented within the City of Moscow Personnel Policy Manual. These procedures are directory in nature and minor variations in the processes set forth herein will not affect the validity of any actions taken pursuant to this policy.
- B. The following framework guides the progressive steps to be taken when an employee violates employment policies or fails to adequately perform their duties. Nothing contained herein is intended to limit the reasons for which the employee may be disciplined, up to and including termination of employment. In addition, nothing contained herein is intended to change the at-will nature of the employment for those employees identified as at-will in the City of Moscow Personnel Policies - Employee Classification Policy. Progressive steps may be implemented in order to encourage improved performance or attitude, but are not required. The City may take any of the prescribed steps, in any order, when a supervisor deems an action of the employee is serious enough to warrant a certain step.
 - 1. Step 1: Counseling and Verbal Warning – intended to provide an opportunity for the immediate supervisor to bring attention to the existing performance or conduct issue. The supervisor will discuss the nature of the problem or the violation of City's policies with the employee. The supervisor will clearly describe performance and/or conduct expectations, support the supervisor will provide to assist the employee in improving their performance and/or conduct, and steps the employee must take to resolve the problem. This session is documented in the Verbal Warning Form and available from Human Resources.
 - 2. Step 2: Written Warning – involves more formal documentation of the performance or conduct issues and consequences. At Step 2, the immediate supervisor and department manager or supervisor will meet with the employee to review the issue, and any prior relevant corrective action plans as appropriate. The immediate supervisor will outline the consequences for the employee's continued failure to meet performance or conduct expectations, as well as the support the supervisor will provide to assist the employee in successfully correcting the performance or conduct issue. The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken. This step is documented in the Written Warning Form available from Human Resources.
 - 3. Step 3: Suspension and Final Written Warning – some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace.

Suspensions that are recommended as part of the normal sequence of the progressive discipline policy and procedures are subject to approval from the immediate supervisor, department manager or supervisor, Human Resources, and the City Administrator. This step requires a memo documenting the specific performance or conduct issue(s), including documentation of all prior verbal and written disciplinary actions taken to address the performance issues. The memo and accompanying documentation shall be sent to Human Resources for review, followed by review and approval by the City Administrator. Human Resources will provide the employee and supervisor with the written notice of suspension.

4. Step 4: Recommendation for Termination of Employment – the most serious step in the progressive discipline process is a recommendation to terminate employment. The City of Moscow will generally follow the progressive nature of this policy by first providing counseling, a written warning, issuing a final written warning, or suspending the employee from the workplace, before proceeding to a recommendation to terminate employment. In cases of serious misconduct or any time a supervisor determines it is necessary (including by example, but not limited to, a major breach of policy, safety violation, or violation of law), the City reserves the right to escalate disciplinary actions, up to and including immediate suspension and/or termination, depending on the circumstances of each situation and the nature of the offense. Recommendations to terminate employment must be approved by the immediate supervisor, department manager or supervisor, Human Resources, and City Administrator. Notices of termination are prepared by Human Resources to provide for proper liability review.

C. Discipline and Termination Process

1. If an employee is not meeting City standards of conduct or performance, the employee's supervisor should take the following actions:
 - a. Meet with the employee to discuss the matter.
 - b. Inform the employee of the nature of the problem, facts which support the concern, support or coaching to be provided to the employee and the action the employee is expected to take to correct the issue.
 - c. Complete a Verbal Warning Form, available from Human Resources, that includes the date the discussion is held, supervisor and employee names, issue with date of occurrence, and support the supervisor agrees to provide and corrective actions expected.
 - d. Forward form to Human Resources for filing in personnel file.
2. If there is a second occurrence, the supervisor should meet again with the employee to provide further feedback taking the following actions:

- a. Meet with the employee to discuss the matter.
 - b. Inform the employee of the nature of the problem, facts which support the concern, support or coaching to be provided to the employee and the action the employee is expected to take to correct the issue.
 - c. Complete a Written Warning Form, available from Human Resources, to serve as the official written reprimand to include the following:
 - i. Summary of instances or discussion held regarding the issue to date as outlined in the original Verbal Warning Form.
 - ii. Summary of current instance, expectations of employee moving forward, corrective action the employee is required to take, support and coaching City is committed to providing, and consequences for not meeting expectations.
 - d. Forward form to Human Resources for filing in personnel file.
- D. If there are additional occurrences the supervisor or manager should confer with the City Administrator and Human Resources to take one or more of the following action(s), depending on the situation and severity of the conduct:
- 1. Issue an additional written reprimand or warning; or
 - 2. Suspend the employee with or without pay; or
 - 3. Suspend the employee with or without pay indefinitely and recommend termination; or
 - 4. Other such action as deemed appropriate.
- E. Human Resources under usual circumstances should review and approve a recommendation for termination before any final action is taken. An employee who believes that discipline received is too severe or who disagrees with the reason(s) for the discipline, may utilize the grievance procedure outlined in the Employee Grievance Policy.

II. Employee Grievance

- A. It is the policy of the City that current employees should have an opportunity to present their work-related complaints and to appeal employment related management decisions through a grievance procedure. The City will attempt to promptly resolve all grievances that are appropriate for processing under this policy. The grievance procedure is not available to an employee who is recommended for termination or to an employee selected for layoff. Employees are encouraged to talk to each other to resolve their problems. Other methods of resolution may include communicating with their direct supervisor in order for the

supervisor to try to resolve the problem. Supervisors should try to resolve any grievance as quickly as possible. When they're unable to do so, they should refer to Human Resources and cooperate with all other procedures.

- B. When employees have an issue with their direct supervisor, it is encouraged that they should first try to discuss the matter and resolve it between them. In that case, they're advised to request an informal meeting.
- C. If the grievance relates to a supervisor behavior that can bring disciplinary action (e.g. sexual harassment or violence), employees should refer directly to Human Resources or the next level supervisor.
- D. Human Resources will assist with the formal Grievance Procedure as follows:
 - 1. Work with employee to fill out a Grievance Form;
 - 2. Work with employee to ensure the matter is understood completely;
 - 3. Communicate the issue as appropriate to the City Administrator and the City Attorney;
 - 4. Provide the employee who faces allegations with a copy of the grievance;
 - 5. As appropriate, organize mediation procedures (e.g. arranging a formal meeting);
 - 6. As appropriate, investigate the matter or engage the assistance of an investigator when needed;
 - 7. Keep employees informed throughout the process;
 - 8. Communicate the formal decision to all employees involved;
 - 9. Take actions to ensure the formal decision is followed;
 - 10. Process appeals by gathering more information and investigating further; and
 - 11. Keep accurate records.
- E. The grievance procedure may vary according to the nature of a grievance. For example, if an employee is found guilty of actions not allowed as highlighted in these policies, the City will engage in the disciplinary process.

III. Termination of Employment

A. Termination

The City may terminate employment because of an employee's voluntary resignation, involuntary termination, retirement, or a permanent reduction in the work force resulting in layoff as outlined in Chapter 7 Section VII.

B. Voluntary Resignation

1. Employees shall send notice of resignation to their supervisor and/or chain of command. Supervisory and managerial employees should give four (4) weeks' notice. All other employees should give no less than two (2) weeks' notice. Supervisors shall forward employee resignation notices to Human Resources to initiate the employee separation process.
2. Employees who voluntarily resign from their employment and leave in good standing may be eligible for future employment if recommended by their supervisor.
3. Employees who are absent from work for three consecutive days without being excused or giving proper notice will be considered as having voluntarily resigned from their employment with the City and will be ineligible for future employment with the City.

C. Involuntary Termination

1. Supervisors shall send recommendations for termination to Human Resources, including all information and documentation as outlined in Chapter 6 Section I Employee Discipline, before any final action is taken.
2. As determined by Human Resources in consultation with the City Administrator, City Attorney and related manager, administrative leave with or without pay may be extended to the affected employee to provide the necessary time for review of the recommendation for termination.
3. Following proper review and/or investigation and consultation with the City's liability insurance provider, a decision will be made to officially terminate the employee, or to take such other action as deemed appropriate.
4. The decision to terminate shall stand unless the employee shows by clear and convincing evidence that the decision to terminate is premised only upon inaccurate information or would constitute a violation of applicable law. In this instance, the Employee Grievance Policy as detailed in Chapter 6 Section II. Discipline & Termination would apply.

D. Retirement

Employees who retire from the City under the provisions of the Public Employee Retirement Systems of Idaho (PERSI) retirement plan will be considered to have retired from the City.

E. Compensation, Benefits and City Property upon Termination

Human Resources is responsible for securing the return of funds advanced and/or all City property in the possession of terminated employees. If the employee owes the City any monies or is responsible for any lost or damaged property, such accounts are to be settled by deduction from final pay. Human Resources will also notify terminating employees who are covered by the City's group health plan of their right to continue coverage under that plan, as required by law.

IV. Name-Clearing Hearing

A. Eligibility

1. All employees are at-will employees. At-will employees may experience adverse consequences such as unlawful discrimination or retaliation based on allegations of dishonesty, immorality or criminal misconduct. A public employee who is demoted with a reduction in pay or terminated from employment based on such allegations may be provided an opportunity to be heard, also known as a name-clearing hearing, when one is requested. Failure to pursue the opportunity to be heard at a name-clearing hearing procedure constitutes a waiver of this opportunity.
2. It is unlawful to discriminate or retaliate based on race, color, religion, sex, gender, sexual orientation, gender expression or identity, age, marital or familial status (including pregnancy), national origin, or non-job-related physical or mental disability, or any other characteristic protected by law when not a bona fide occupational qualification. The City does not condone discrimination on the basis of the foregoing. It is unlawful to retaliate against an employee for initiating a charge of discrimination or harassment, or for assisting in any way in an investigation of such charges.
3. Issues involving job performance or employee attitude, which do not include allegations of discrimination, retaliation, dishonesty, immorality, or criminal misconduct, are not the proper subject of a name-clearing hearing and will not be heard.

B. Name Clearing Process

1. Within fourteen (14) days of employee's termination or demotion, the employee may submit a written allegation of unlawful discrimination or retaliation, or the basis for entitlement to a name-clearing hearing, stating particularly the basis for the requested hearing. Written allegations that are untimely submitted or that fail to state a particular, legally recognized basis will not be granted an opportunity to be heard. An employee will be promptly notified if a requested hearing is denied.

2. An employee alleging unlawful discrimination or retaliation, and who is requesting a name-clearing hearing, will meet with the City Administrator. The hearing will not exceed one (1) hour in duration.
3. Minutes of the hearing may be made and maintained as part of the personnel record.
4. The employee's supervisor may provide a brief written statement at least twenty-four (24) hours prior to the hearing in response to the charges. The City Administrator may require the employee's supervisor to participate in the hearing.
5. The employee will be provided an opportunity to present evidence upon which the claims are based.
6. The City Administrator may ask questions during this process.
7. The employee may question participants during this process.
8. The Idaho Rules of Evidence do not apply to this opportunity to be heard or name-clearing hearing.
9. After the hearing, the City Administrator will consider the information submitted and any other pertinent information in the City's records. The City Administrator will then issue a written decision concerning the employee's allegations and will include the reasons for the City Administrator's determination.

Chapter 7 - Hours of Work

I. Hours of Work

- A. The City shall establish the time and duration of working hours as required by the workload, customer service needs, the efficient management of personnel and departmental resources, and any applicable law.
- B. Each supervisor determines the schedule of hours for all classifications of employees (exempt and non-exempt) with final determination by the Deputy City Administrator or City Administrator. Employees are to be informed of their daily schedule of hours of work, including meal and rest periods, and any changes deemed necessary or desirable by the City.
- C. Supervisors may schedule overtime or extra shifts when, and to the extent, it is deemed necessary. Supervisors will assign overtime to non-exempt employees in a particular job for which overtime is required. Employees are not permitted to work overtime without the prior approval of their supervisor.
- D. Employee attendance at lectures, meetings, and training programs, including travel time, will be considered hours of work if such attendance is requested or approved by their Supervisor.
- E. At their discretion, supervisors may allow non-exempt employees to make-up lost time during a given workweek, if the make-up time does not result in placing the employee on overtime.
- F. All non-exempt employees are required to complete an individual time record showing the daily hours worked.

II. Work Period

- A. Per the Fair Labor Standards Act (FLSA), a typical employee's work period is a fixed and regularly recurring period of one hundred sixty-eight (168) hours during seven (7) consecutive twenty-four (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 work periods may be established for different positions or groups of employees such as employees engaged in fire protection, emergency medical services or law enforcement (FLSA, 29 U.S.C § 207(k)).
- B. Work Periods for the City of Moscow are as follows:
 - 1. Non-Exempt, Non-Public Safety Personnel Work Period – Seven (7) Days
 - a. Begins at midnight on Monday of each week
 - b. Concludes at 11:59 p.m. of the succeeding Sunday.

- c. For the purposes of payroll processes, two work periods make up one pay period. Averaging of hours over two or more defined work periods is not permitted.
- 2. Public Safety Personnel (Sworn Law Enforcement Personnel, Fire Personnel as defined in Idaho Administrative Code 59.01.01.200 and Paramedic/Firefighters) – Fourteen (14) Days
 - a. Begins at midnight on Monday of the first week of the work period
 - b. Concludes at 11:59 p.m. on the last Sunday of the work period
- 3. Exempt Personnel

Not applicable under FLSA guidelines.

III. Attendance and Punctuality

- A. The City requires all employees (exempt and non-exempt) to report for work punctually and to work all scheduled hours and any required overtime. Excessive tardiness and poor attendance disrupt work flow and customer service and will not be tolerated.
- B. Supervisors will notify employees of their starting, ending, and break times. Employees are expected to be engaged in carrying out their duties during all scheduled work time and should be ready to begin working at their scheduled starting time.
- C. Employees must notify their supervisor as far in advance as possible whenever they are unable to report for work, know they will be late, or must leave early. Such notification should include a reason for the absence or tardiness and an indication of when the employee can be expected to report for work. If the supervisor is unavailable, notification should be made to supervisor's supervisor.
- D. Employees are to be compensated during authorized absences in accordance with City policies. Non-exempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not receive compensation for time missed because of tardiness or early departure if the time missed exceeds ten minutes after starting time or before quitting time. Failure to properly notify the City of any absence may result in loss of compensation during the absence and may be grounds for disciplinary action, up to and including termination.
- E. Employees who are delayed in reporting for work more than thirty minutes and who have not notified their supervisor of the expected tardiness may lose their opportunity to work the balance of the work day. In addition, employees who report for work without proper equipment or in improper attire may not be permitted to

work. Employees who report for work in a condition considered not fit for work, whether for illness or any other reason, will not be allowed to work.

- F. The City expects each employee to make reasonable efforts to report to work in inclement weather situations. If weather or traveling conditions delay or prevent an employee from reporting to work, they should notify their supervisor as soon as possible. If an employee is unable to report to work at all due to weather or traveling conditions, the employee will be expected to charge the absence to accrued vacation leave or compensation time.
- G. Occasionally, severe weather conditions may necessitate closing some City offices. If office closure occurs, employees may have the opportunity to make up the missed time. Any missed time must be made up within the work period of the closure. Otherwise, missed time must be charged to accrued vacation or compensatory time. Missed time cannot be charged to sick leave unless there is a qualifying reason for the use of sick leave in accordance with this policy.
- H. Employees will not be required or permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time lost if the result of making up such time will put the employee in overtime status during the workweek.
- I. Employees must report to their supervisor as soon as possible when late or absent, to explain the circumstances surrounding their tardiness or absence, and, when applicable, certify that they are fit to return to work. When appropriate, the supervisor should counsel the employee on the importance of good attendance and warn that excessive tardiness or absences will lead to discipline, up to and including termination.
- J. Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including termination. An absence is considered to be unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved.
- K. Employees who are absent from work for three consecutive days without giving proper notice to the City will be considered as having voluntarily quit and/or resigned. At that time, the City will formally note the termination and advise the employee of the action by certified mail to the employee's last known address.

IV. Rest and Meal Break

The City of Moscow is committed to providing a work environment that supports employees' best efforts. As such, rest and meal breaks are provided for employees as follows:

A. Rest Break

1. All employees are permitted a fifteen (15) minute paid rest break for each four-hour work period unless conditions do not allow. Breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times; nor are breaks permitted at the beginning or end of lunch to extend an unpaid meal period; or combined to create a 30 min. paid break during the workday. Employees who choose to remain at work during rest breaks are not entitled to leave before the scheduled quitting time and will not receive extra pay for the time worked. Employees who voluntarily work through their rest breaks will not be paid additional compensation.
2. Time spent on rest breaks will be compensated as working time, and employees are not required to sign out and in on their timesheets. However, employees are expected to be punctual in starting and ending their breaks.

B. Meal Break

1. All employees who work eight (8) or more hours in a day are required to take an unpaid meal break of thirty (30) to sixty (60) minutes depending on operating requirements.
2. Part-time employees scheduled to work more than five consecutive hours during any workday will receive a meal break of the same duration as full-time employees in their department. Meal breaks are unpaid and not counted toward hours worked.
3. Employees are to be completely relieved from duty during their meal break. If a non-exempt employee is required by their supervisor to perform any work duties while on their meal break, the employee must be compensated for the time spent performing work duties. The time spent working during the meal break will be counted toward the total hours worked.

C. Enforcement

Supervisors are responsible for scheduling the time for employee rest and meal breaks and should take into consideration the workload and the nature of the job performed. Supervisors may also schedule the place for rest breaks. Whenever necessary, the frequency, time, and/or place of meal and rest breaks may be changed.

D. Break Time for Nursing Mother

The Fair Labor Standards Act (FLSA) requires employers to provide reasonable break time for an employee to express breast milk for their nursing child for one (1) year after the child's birth each time such employee has need to express the milk.

Nursing mothers have a right to utilize their fifteen (15) minute paid rest break, as provided in section IV.A to express breast milk. Whenever an employee is completely relieved of work duties and the time needed to express breast milk goes

beyond the allotted rest break time, that time is considered unpaid. The frequency of breaks as well as duration needed to express breast milk will likely vary, as such, employees should communicate their specific needs to their supervisor to ensure adequate break time is provided and to coordinate for schedule adjustments if needed.

Employees are entitled to a place to express breast milk at work, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. Departments and/or employees should work with Human Resources to ensure a space is provided that meets these requirements.

V. On-Call and Call-Back

A. Applicability

1. The City of Moscow provides critical services to its residents. As such, employees may be required to be available and to work outside their regular schedule. The purpose of this policy is to provide a consistent method throughout all City departments to compensate employees for On-Call shifts and Call-Back responses. Specifically, this policy sets forth eligibility and compensation for non-exempt regular employees.
2. FLSA-exempt employees are not eligible for On-Call or Call-Back compensation.
3. Temporary and seasonal employees are not eligible for On-Call shifts and do not qualify for On-Call, or Call-Back compensation.

B. On-Call Status

1. On-Call shift hours usually coincide with regular shift hours. Any employee may be assigned to an On-Call status, which requires the employee be accessible, available, and able to report for duty if called. Such shifts may vary in beginning and ending times from department to department or division to division and are subject to change by an administrative decision based on workload needs.
2. Supervisors are responsible for maintaining a roster of all qualified employees for On-Call, determining the need for availability, assigning employees to On-Call status, and maintaining an equitable rotation schedule. On-Call shifts are to be scheduled in 24-hour increments.
3. On-Call compensation is calculated at two (2) hours of pay per On-Call shift at one and one-half (1½) times the regular hourly pay rate.
4. On-Call compensation may be paid as overtime pay or taken as compensatory time at the employee's request and at the approval of the department based on department necessity and budget constraints.

C. Call-Back Status

1. When an eligible employee is called back to work from On-Call status or otherwise at a time not previously scheduled, the employee will receive Call-Back Compensation. Response time for On-Call personnel should average thirty (30) minutes but is managed operationally by each department/division.
2. Call-Back Compensation: An employee in call-back status will receive a minimum of two (2) hours of pay at one and one-half (1½) times the regular hourly pay rate, even if the time spent back on the job is less than two (2) hours. Hours worked that exceed two (2) hours are also paid at one and one-half (1½) times the regular hourly pay rate as actual hours worked. Drive time to and from the worksite is considered hours worked for Call-Back compensation.
3. Call-Back compensation may be taken as compensatory time, in lieu of paid time at the employee's request and at the approval of the employee's primary department supervisor based on department necessity and budget constraints.

VI. Telecommuting

A. Overview

1. 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.
2. 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.
3. Any telecommuting arrangement made will be on a trial basis to be determined by the supervisor with the approval of the City Administrator. 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.

B. Eligibility

1. Individuals requesting formal telecommuting arrangements must be employed with the City of Moscow for a minimum of twelve (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:

- a. Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
 - b. Performance measurement. The employee and supervisor will discuss the feasibility of developing a comprehensive work plan with consistent and measurable progress points.
 - c. 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.
 - d. 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.
 - e. 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.
2. 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 Administrator (or City Administrator) of the operational group. If approved by the Deputy City Administrator, the proposal is then forwarded to the City Administrator. If the City Administrator approves the proposal, a trial period is determined, and the arrangement may proceed.
 3. 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 Administrator 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.
 4. 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.

C. Equipment

1. 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.
2. 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.
3. 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.
4. The City of Moscow will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.
5. 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.

D. Safety

1. 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 Human Resources. The City has no responsibility or liability for any injuries sustained by visitors to the employee's home worksite.
2. 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.

E. 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.

F. 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.

G. Informal Arrangements

1. 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.
2. 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.
3. 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 do not require telecommuting arrangement approval.

VII. Layoff and Recall

The City will, through the exercise of prudent management and budgetary practices, attempt to avoid layoffs and will consider all reasonable alternatives to layoff before any final decisions regarding layoffs are made. If there is to be a reduction of employment because of significant adverse economic or other conditions, layoffs and recall from layoffs will be conducted as consistently as practicable and as set forth below.

A. Layoff

1. In response to a request by the City Administrator, manager(s) will identify and recommend departmental positions to be considered for layoff (based upon the needs of the departments and of the City as a whole). In the event that layoffs are expected, the City Administrator will communicate such information to the Mayor, Council, and staff in a timely manner.
2. Communication regarding layoffs may occur in an Executive Session held pursuant to Idaho law. The City Administrator will recommend a layoff plan to the Council based upon input from City staff and after consultation with the Mayor. The Council will make the final determination of the specific employment positions to be subject to the layoff.
3. In general, City employees are to be considered and selected for layoff in the following order of priority (unless smooth functioning of the City would be unduly compromised):
 - a. Temporary and part-time employees should be laid off first (except where such employees are needed to continue important City functions/positions on a “bare-bones” basis).
 - b. Next, new employees in their INTRODUCTORY PERIOD should be considered for layoff.
 - c. Finally, full-time employees will be identified for layoff based on the positions’ contribution and performance, as assessed by their manager and the City Administrator (in consultation with the Mayor). In order to retain employees considered to be best suited to perform the remaining work, the City Administrator (in consultation with the respective managers) may reassign individuals. If contribution and performance are equal between or among employees considered for layoff, length of service should be considered.
4. Employees selected for layoff will be given the notice required by law and as much as is reasonable under the circumstances (as determined by the City Administrator, in consultation with the Mayor). Employees will be informed of the reason for the layoff and of the estimated length of the layoff by the City Administrator. Employees selected for layoff cannot use the City’s grievance procedure.
5. Previously accrued vacation and compensatory time will be maintained for employees laid off. During the layoff period, no additional leave will accrue. Retirement benefits are maintained by the State of Idaho through the PERSI system.

B. Recall

1. The names of employees who are laid off will be maintained on a recall list for one (1) year or until the Council determines the layoff is permanent, whichever

occurs first. Removal from the recall list terminates all recall opportunities the employee may have. While on the recall list, employees should report to Human Resources if they become unavailable for recall. Employees who fail to keep a current home address on record with Human Resources will lose recall opportunities.

2. Employees will be recalled according to the City's need and the employee's classification and ability to do the job. Notice of recall will be sent by certified mail (return receipt requested to Human Resources), to the current home address (as furnished by the employee). Unless an employee responds to the recall notice within seven (7) working days following receipt of the recall notice or its attempted delivery, the employee's name will be removed from the recall list and the employee will cease to have recall opportunities with the City. Neither failure to be recalled nor failure to respond to a recall notice prohibit a former employee from re-applying for employment with the City.
3. Employees laid off for more than thirty (30) days, and who are recalled within one (1) year from the date of layoff, credit for retirement benefits, vacation or sick leave hours, will not be accrued during a layoff of thirty (30) days or more if an employee returns to work following recall.
4. Following recall, the returning employee may use any vacation or days of paid absence that were accumulated but not used when the employee was laid off.
5. Vacation pay equal to the number of days accrued, minus the number of days taken, will be paid to the employee at the time of layoff if the layoff is expected to exceed thirty (30) days.

VIII. Shift Differential

The City provides shift differential compensation to employees who are regularly scheduled to work a shift in which fifty percent (50%) or more of scheduled hours are between 6:00 p.m. and 6:00 a.m. Specifically, this policy sets forth eligibility and compensation for non-exempt regular employees. Exempt employees do not qualify for shift differential compensation.

- A. Sworn personnel of the City of Moscow Police Department receive shift differential compensation per pay period, at a rate specified in the Police Department pay schedule located within the City Summary Budget.
- B. All other City employees receive shift differential compensation for all hours worked during the scheduled work shift. Shift differential compensation is paid at a per-hour rate specified in the City salary schedule located within the City Summary Budget.

Chapter 8 – Leave

I. Leaves of Absence Without Pay

Leave without pay (LWOP) is a temporary non-pay status and absence from work. LWOP may only be granted in limited circumstances, which include:

- A. Qualifying under the Family and Medical Leave Act (FMLA), as amended, which provides covered employees an entitlement of up to a total of twelve (12) weeks of LWOP during any twelve (12) month period for certain family and medical needs.
- B. Qualifying under the National Defense Authorization Act, as amended, which provides covered employees with an entitlement of up to a total of twenty-six (26) weeks of unpaid leave during a single 12-month period to care for a covered service member.
- C. Qualifying under the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended, which provides employees with an entitlement to LWOP when employment with an employer is interrupted by a period of service in the uniformed service. (See 5 CFR 353.106.)
- D. In accordance with a worker's rights and requirements under Worker's Compensation.
- E. Any other state or federal leave requirement pertaining to entitled use of LWOP.
- F. In other limited circumstances, at the approval of the City Administrator.

II. Leave Approval (REPEALED PER RESOLUTION 2023-25)

III. Active-Duty Military Leave

- A. Active-Duty Military Leave is granted if an employee is absent to serve in the United States' uniformed services for a period of up to five years (not including specific involuntary extensions of service). A leave without pay of absence will be granted to an employee to participate in ordered and authorized field training in accordance with Idaho Code §§ 46-407 and 46-409, and the Uniformed Services Employment and Reemployment Rights Act (USERRA). The City will re-employ returning service members in the job that they would have maintained, if still qualified to perform the duties of the position, or will re-employ the returning service member to a position of like seniority, status and pay, had they not been absent for uniformed service who perform and return from service in the Armed Forces, the Military Reserves, the National Guard, or certain Public Health Service positions. Returning service members will retain certain rights with respect to reinstatement, seniority, layoffs, and compensation.
- B. If the employee's military leave is for thirty (30) days or less, the City will continue health benefits as if the employee is actively working. If the employee's military

leave is for a period of thirty-one (31) days or more, the City will terminate paid status benefits, but will provide COBRA-like benefits, cost to be paid by the employee, for up to twenty-four (24) months as required by USERRA (subject to change based on USERRA law).

- C. Employees returning from a military leave must also comply with all of the reinstatement requirements specified by federal law. If the same job or one of equivalent status and pay is not available due to a reduction in force, the employee will be treated in the same manner as though employee were not on leave at the time of the reduction in force.

IV. Inactive-Duty or Training Military Leave

Any regular full-time or part-time employee serving in the United States uniformed services is entitled to time off at full pay for certain types of inactive duty in the National Guard or as a Reserve of the Armed Forces as provided in this policy. This leave category is provided to cover the hours of leave necessary to cover the period of inactive duty, training, and necessary travel (the equivalent of up to approximately three (3) forty (40) hour workweeks). Employees have three options for managing their military time and pay as follows:

- A. During this period of leave, City employees may be paid their regular pay rate, including all benefits to maintain in-service pay status (prorated for regular part-time employees by the number of hours in the employee's regular schedule). In exchange, compensation the employee receives from active or inactive duty is paid over to the City of Moscow up to, but not to exceed, the net pay distributed to the employee.
- B. An employee may be eligible for leave without pay, as long as the employee has a combination of hours worked, vacation used, or compensatory time is taken, which equals twenty (20) hours or more in any week. This instance also requires verification from payroll that all employee obligations for payroll deductions and expenses can be met.
- C. An employee may take vacation leave to meet inactive-duty or training obligations and may retain both City paid wages as well as military paid wages.

V. Disability Leave (REPEALED PER RESOLUTION 2023-25)

VI. Floating Holiday

- A. Eight (8) hours of personal time each calendar year may be taken as a paid day off. Floating Holidays may not be carried over to the next calendar year.
- B. Requests for the use of an employee's Floating Holiday shall be made in writing to the responsible supervisor. Efforts will be made to accommodate the preference of the employee in Floating Holiday scheduling, while minimizing the impact on

department operations. The Floating Holiday may not be used until earned and may be taken in eight (8) hour increments only.

- C. Employees holding Paramedic/Firefighter positions will be paid eight (8) hours annually in place of taking Floating Holiday paid leave as detailed in Chapter 8, Section VII.E.

VII. Holidays

- A. The City observes certain days each year as holidays. Holidays begin at midnight and end at 11:59 p.m. the following day. The City observes holidays that occur on a Saturday or Sunday on either the preceding Friday or the following Monday. Holidays observed by the City include the following (other holidays may be declared by the Governor, Mayor and City Council):

New Year's Day
(January 1)

Labor Day
(1st Monday of September)

Idaho Human Rights Day
(3rd Monday of January)

Veteran's Day
(November 11)

President's Day
(3rd Monday of February)

Thanksgiving Day
(4th Thursday of November)

Memorial Day
(last Monday of May)

The day following Thanksgiving
(substitute for Indigenous People's/Columbus Day)

Juneteenth
(June 19)

Christmas Day
(December 25)

Independence Day
(July 4)

- B. Holidays are paid per employee types as follows:

1. Regular full-time employees are eligible to receive their regular pay rate up to eight (8) hours for each observed holiday.
2. Regular part-time employees who work thirty (30) or more hours per week are eligible to receive holiday pay on a pro-rata basis and only for their regularly scheduled number of hours up to eight (8) hours.
3. Regular part-time employees who work less than thirty (30) hours per week, temporary employees, separated employees who remain in pay status utilizing accrued vacation leave, and employees on unpaid leaves of absence are not eligible to receive holiday pay.

- C. To receive holiday pay, an eligible employee must be at work, or on an approved absence, on the workdays both immediately preceding and immediately following the day on which the holiday is observed. An approved absence is a day of paid vacation or other paid leave. If an employee is absent on one or both of these days

because of an illness or injury, the City reserves the right to verify the reason for the absence before approving holiday pay.

- D. Non-exempt employees who work on a City-designated holiday may choose compensatory time off or pay at the rate of one and one-half (1 ½) times the amount of time worked.
- E. If a holiday falls on a day in which an eligible employee is regularly scheduled for more than eight (8) hours (*for example; 10 or 12-hour shifts*) and the employee is not required to work or has requested the holiday off as leave, any time over the eight (8) hours for holiday will be taken as paid leave. Employees may request to adjust their schedule within the same work week as the holiday at the discretion of their supervisor instead of taking leave for hours above the eight (8) hours of holiday pay.
- F. Holidays that fall during an employee's approved vacation leave period will be counted as holiday pay up to eight (8) hours.
- G. Employees hired into Paramedic/Firefighter positions shall be entitled to a lump sum payment annually for up to eleven (11) days (88 hours) of Holiday and one (1) day (8 hours) for their Floating Holiday. Holiday pay shall be calculated by dividing the employee's annual base salary as of January 31st of the prior year by 2,756. This holiday amount will be received in January to compensate the employee for eligible holidays which occurred the previous year.
 - 1. During the first year of employment, the number of holidays eligible for payment will be based on the Paramedic/Firefighters start date. *For example; if the employee was hired in March they would only receive payment for eight (8) holidays (64 hours) and one (1) day (8 hours) for their floating holiday the following January.*
 - 2. At the time of voluntary separation, Paramedic/Firefighters shall receive a lump sum holiday pay based on the number of holidays which occurred in the year prior to their date of separation. *For example; if the date of separation occurs in August, the employee would receive a lump sum payment for six (6) holidays (48 hours) and one (1) day (8 hours) for their floating holiday at the time of separation.*

VIII. Moscow Volunteer Fire Department Leave

City of Moscow employees are, at the discretion of their supervisor, granted time off with pay during regular work hours while serving as a volunteer with the Moscow Volunteer Fire Department for active call outs. Employees must be in good standing with their supervisor and department. Overtime is not permitted to accommodate for volunteer hours provided during regular work hours.

IX. Paid Parental Leave

- A. Paid Parental Leave is intended to provide employees the time and financial support to adjust to the addition of a new family member following the birth, adoption, or placement of a child for activities related to the physical and mental well-being and care of the child and parents or caregiver.
- B. This leave is separate and in addition to other leave policies. Eligible employees are able to receive up to six (6) weeks (240 hours) of paid parental leave, Paramedic/Firefighters are eligible to receive up to 336 hours, to be used within the first six (6) months of the birth, adoption, or regular full-time custody of a child not previously under an employee's care, paid on the employee's regular payroll dates. If applicable, the amount of leave permitted with this benefit will be deducted from the employee's FMLA entitlement.
- C. Under some circumstances, employees may take paid parental leave on an intermittent or reduced schedule basis. Use of intermittent or reduced schedule parental leave requires departmental approval prior to the use of paid parental leave.
- D. If both parents are City employees and meet benefit eligibility criteria, each parent is eligible to receive the six-week paid parental leave benefit. An eligible parent is defined as a biological parent, same-sex spousal equivalent, domestic partner, new adoptive parent, or caregiver assuming significant parental and financial responsibility for a child. An individual who adopts a spouse or partner's child(ren) is not eligible for this benefit.
- E. Eligibility
 - 1. City employees regularly working thirty (30) or more hours per week who have been employed for the previous twelve (12) consecutive months and have worked for at least one thousand two hundred fifty (1,250) hours during the prior twelve (12) month period are eligible for paid parental leave. Eligibility requirements must be met as of the last day worked prior to the start of the paid leave.
 - 2. Part-time employees who work an average of thirty (30) hours per week will receive Paid Parental Leave on a prorated basis to be calculated by dividing the average hours worked per work period over the prior twelve months by forty (40) (i.e. if an employee averaged thirty-five (35) hours per work period over the prior year, they would receive two hundred and ten (210) hours of parental leave $((35/40)*240=210)$).
 - 3. Temporary, part-time employees who work less than thirty (30) hours per week, and seasonal employees are not eligible for Paid Parental Leave.

X. Bereavement

- A. Up to three (3) days of paid bereavement leave is available in the event of the death of an employee's immediate family member, a member of the same household, or a relative as defined below. Bereavement leave may be extended for an additional

five (5) working days by deduction from the employee's sick leave accrual. The compensable days must fall within the regularly scheduled workweek and must be approved in advance by the employee's supervisor and department manager.

B. For the purpose of this policy, the definitions that apply to this section and chapter are as follows:

1. 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, and son-in-law.
 - a. *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.
 - b. *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.
 - c. *Spouse* – A person to who the employee is legally married.
2. Household – A Domestic Partner as defined in Chapter 3, Section IV.G.2, domestic partners dependent child(ren) or other persons whom the employee is legally obligated to support within their same household.
3. Relative - Related to the employee by blood or marriage within the second degree which includes an employee's aunt, uncle, grandparent, grandchild, niece, nephew, and first cousin.

XI. Jury Duty

A paid leave of absence will be granted to employees who serve on jury duty. Employees will be paid their regular pay rate, including all benefits in order to maintain in-service pay status. In exchange, the employee's compensation from jury duty is paid over to the City of Moscow up to, but not to exceed, the net pay distributed to the employee. An employee whose public service duty is completed before the midpoint of their typical working day is expected to return to their work location at the City. As an alternative, employees may take vacation leave to meet jury duty or witness obligations and may retain both City paid wages as well as court compensation.

XII. Vacation

A. Full-time, regular employees are eligible to accrue vacation leave based on length of service. The City Administrator may determine the vacation accrual rates for new employees. Part-time employees who consistently work more than thirty (30) hours per week accrue vacation hours on a prorated basis. Temporary employees and part-time employees who consistently work less than thirty (30) hours per week are not eligible for vacation accrual.

- B. Full-time, regular employees accrue vacation at the following rates based on their FLSA exemption status. Employees classified as a Paramedic/Firefighter accrue vacation leave based on the Exempt Employees accrual schedule:

	Non-Exempt Employees	FLSA Exempt Employees
Year 1 through 4	8 hrs/month (3.69/pay period)	12 hrs/month (5.54/pay period)
Year 5 through 8	10 hrs/month (4.62/pay period)	14 hrs/month (6.46/pay period)
Year 9 through 12	12 hrs/month (5.54/pay period)	16 hrs/month (7.38/pay period)
Year 13 through 16	14 hrs/month (6.46/pay period)	18 hrs/month (8.31/pay period)
Year 17 through 20	16 hrs/month (7.38/pay period)	18 hrs/month (8.31/pay period)
Year 21 +	18 hrs/month (8.31/pay period)	18 hrs/month (8.31/pay period)

- C. The maximum accumulation at the end of the calendar year is two hundred forty (240) hours. An employee may request an additional forty (40) hours to be rolled over at the end of the year. All requests are subject to approval by employee's supervisor and the City Administrator and may only be approved where it is determined that work demands, staffing levels or other conditions prohibited the employee from reasonably utilizing their vacation time accrual.
- D. Requests for vacation leave are to be made in writing to the responsible supervisor and based on the department requirements for requesting leave. Efforts will be made to accommodate the employee's preference in vacation scheduling while minimizing the impact to department operations. Vacation leave may not be used until it is earned or in any amount greater than the number of vacation leave hours accrued.
- E. If a paid holiday falls during an employee's approved vacation period, the holiday will count as holiday pay up to eight (8) hours. Employees scheduled shifts greater than eight (8) hours will use vacation leave for the remaining hours.
- F. If an employee qualifies for sick leave during their vacation period, and provides information to their supervisor to support use of sick leave, such time may be taken as sick leave and not counted against an employee's vacation leave.
- G. Upon termination of employment, employees shall be paid for all unused vacation accrued. Employees who leave in good standing may be eligible by approval of the City Administrator to take vacation to extend their in-pay status beyond their final day in office. The extension of in-pay status does not provide for the accrual of sick leave, vacation hours, or holiday pay.
- H. The value of unused vacation leave hours will be calculated at the hourly rate of the employee at the time of separation.

1. For Exempt employees working a standard 40-hour workweek or 80-hour work period the hourly rate will be calculated by dividing the employee's annual salary by 2,080.
2. For Paramedic/Firefighters the hourly rate will be calculated by dividing the employee's base annual salary by 2,756.

XIII. Sick Leave

- A. The City recognizes that there are times when employees themselves or their dependents have health problems that require time away from work. Sick leave is provided for the following circumstances.
 1. Personal illness or injury including work-related injuries, pregnancy and birth of a child, etc.;
 2. Care for children, spouse or other members of immediate family when they have a health condition that requires supervision/ treatment;
 3. Medical, dental or optical appointments for self or dependents, if arranged in advance with the appropriate supervisor;
 4. Extended Bereavement Leave;
 5. Care for new-born children during the twelve (12) month period following their birth as permitted under FMLA.
- B. Regular, full-time employees accrue three point six-nine (3.69) hours of sick leave per pay period. Regular part-time employees who consistently work more than thirty (30) hours per week accrue sick leave hours on a prorated basis. Sick leave accrues only when an employee's status is active, i.e., working or taking paid time off. The maximum accumulation of sick leave is nine hundred sixty (960) hours. Once maximum accumulation is reached, no additional hours are accumulated until the employee's balance falls below nine hundred sixty (960) hours.
- C. Paramedic/Firefighters accrue eleven point zero eight (11.08) hours of sick leave per pay period. Sick leave accrues only when an employee's status is active, i.e., working or taking paid time off. The maximum accumulation of sick leave is two thousand eight hundred and eighty (2,880) hours. Once maximum accumulation is reached, no additional hours are accumulated until the employee's balance falls below two thousand eight hundred and eighty (2,880) hours. Due to the nature of the shift work, Paramedic/Firefighters may only use sick leave in increments as defined by the Fire Department.
- D. In the event sick leave is needed, the appropriate supervisor must be notified initially; daily contact must be made after that unless otherwise arranged. A signed physician's release may be required for leaves of absences of three (3) work days

or more, or at the discretion of the supervisor depending on the reoccurring nature of sick leave requests.

- E. A supervisor may request a signed physician's release at any time when an employee is suspected of abusing sick leave. Absences that are designated as FMLA absences must be converted to a leave of absence if employment rights are to be maintained under the FMLA. Employees returning from sick leave may be asked to provide certification of their ability to perform their job's essential functions.
- F. Sick leave may not be used until it is earned or in any amount greater than the number of sick leave hours accrued. Any misuse of sick leave will be considered cause for discipline, which may include termination of employment.
- G. In the event that an employee is unable to work due to a work-related injury and is collecting compensation payments appropriately through the State Insurance Fund (SIF) with an open worker's compensation claim, the employee may submit the SIF compensation payment to the City in exchange for additional sick leave hours in the amount commensurate with the compensation payments received.
- H. When an employee leaves City employment in good standing, fifteen percent (15%) of the value of sick leave hours accumulated will be contributed to the employee's VEBA account or Health Savings Account (HSA). Any amounts under \$100 will be paid directly to the employee through payroll on their final paycheck. If an employee separates prior to the set up of a VEBA or HSA account, any amount will be paid directly to the employee through payroll on their final paycheck. Sick leave payout is forfeited when an employee leaves City employment due to involuntary termination.
- I. For Paramedic/Firefighters the number of sick leave hours accumulated for the fifteen percent (15%) sick leave payout will be calculated as follows: the number of accumulated sick leave hours divided by three (3). *For example; if a paramedic/firefighter has 1,200 hours accumulated at the time of separation or retirement: 1200 divided by 3 equals 400 (1200/3=400). The 15% sick leave payout would be based on the calculated 400 hours.*
- J. The value of the sick leave hours will be calculated at the hourly rate of the employee at the time of separation.
 - 1. For Exempt employees working a standard forty (40) hour workweek or eighty (80) hour work period the hourly rate will be calculated by dividing the employee's annual salary by two thousand and eighty (2,080).
 - 2. For Paramedic/Firefighters the hourly rate will be calculated by dividing the employees base annual salary by two thousand seven hundred and fifty-six (2,756).

XIV. Sick Leave Bank

The purpose of the Sick Leave Bank is to provide a means of obtaining additional sick leave days to avoid loss of compensation and to remain in pay status due to a significant or catastrophic illness or injury.

A. Sick Leave Bank Program

1. All regular full-time City of Moscow employees who have a sick leave balance of forty (40) or more hours at the time of the initial contribution of eight (8) hours of sick leave shall be eligible to participate in the Sick Leave Bank Program. Initial contributions are deducted from the sick leave days available to the contributing employee. Once hours are contributed to the Sick Leave Bank, they may not be reclaimed by the employee. Only employees who are active members of the Sick Leave Bank shall be eligible to draw on the Sick Leave Bank.
2. Newly hired employees shall be eligible to participate in the Sick Leave Bank the month following the successful completion of their introductory period and after their initial contribution has been made.
3. Once employees elect to participate in the Sick Leave Bank, membership is established for the duration of their employment with the City of Moscow.
4. A participant granted a leave of absence shall retain their active status in the Sick Leave Bank Program upon returning to regular duties.
5. Participants of the Sick Leave Bank Program may be granted up to twenty (20) days, or 160 hours of sick leave at any one time. Requests are limited to two (2) per incident.
6. If the City of Moscow discontinues the Sick Leave Bank – active employees who have contributed and who have not received leave from the Sick Leave Bank will be credited 8 hours of sick leave to their accounts.

B. Eligibility and Criteria

1. The Sick Leave Bank is available to:
 - a. Eligible employees participating in the Sick Leave Bank program who have legitimately exhausted all of their accumulated paid leave time. This time includes all earned vacation, sick leave, floating holiday, and compensatory time.
 - b. Employees unable to work due to a work-related injury who have legitimately exhausted all of their accumulated sick leave time and also meet the following conditions:
 - i. Is an active participant in the Sick Leave Bank Program;

- ii. Has met the 5-day waiting period for workers' compensation; and
- iii. Has an active worker's compensation claim through the State Insurance Fund (SIF)

2. Criteria for Sick Leave Bank Program usage is as follows:

- a. Catastrophic accident or illness of the employee requiring absences from work: Catastrophic illness and/or injury is defined as an acute or prolonged illness or injury that is considered life-threatening or with the threat of serious residual disability.
- b. Extended hospitalization of the employee.
- c. Absence from work due to a work-related injury and an active Worker's Compensation Claim.
- d. To be considered for hours through the Sick Leave Bank Program, the Sick Leave Bank Request form, signed by the employee's supervisor(s), must be submitted by the employee to Human Resources for approval by the City Administrator. Progress reports may be required as a condition of receiving sick leave hours from the Sick Leave Bank Program.
- e. The Sick Leave Bank will not be made available in cases of suspected sick leave abuse.

C. Sick Leave Bank Administration:

- 1. Human Resources shall be responsible for managing and administering the Sick Leave Bank Program including the procedural establishment, solicitation of contributions, processing of applications, and records management.
- 2. Payroll shall be responsible for all payroll processing of the Sick Leave Bank, as well as managing and administering the Sick Leave Bank for employees with active workers' compensation claims through SIF. Refer to the City's Personnel Policy, Chapter 8, Section XV Worker's Compensation for more details.

XV. Workers' Compensation

The City of Moscow has established the following for treatment and compensation of work-related injuries in accordance with Title 72 of Idaho Code. The City holds a Workers' Compensation Policy under the Idaho State Insurance Fund (SIF). This policy covers all employees regardless of employee classification.

A. Employee Reporting

1. All employees are required to report any accident or incident resulting in an injury or illness, even if an employee only received first-aid treatment, to their supervisor immediately.
2. A First Report of Injury form (FROI) must be completed for all injuries whether or not medical treatment was sought. The FROI is used to provide the needed information to the SIF should a claim need to be filed and provides information to determine how, where, and when the accident occurred, any direct or underlying causes including unsafe behaviors, conditions, and corrective actions to be taken.

B. Medical Treatment

1. In the event that an employee is injured while at work the supervisor will conduct an initial assessment of the employee, take any immediate action necessary to address the medical needs of the employee, and ask the injured employee whether they would like to seek medical treatment. In emergency situations and if the employee appears to be in a condition where they should not be moved or need emergency services, the supervisor should call 911 immediately.
2. In the event that the employee's injury requires treatment outside of regular work hours:
 - a. Contact the supervisor to report the treatment; or
 - b. If unable to contact the supervisor, email or call and leave a message with Human Resources and then follow up with the supervisor the next work day.

C. Compensation

1. Under Idaho Workers' Compensation law, employees do not receive income benefits from SIF for the first five (5) days they are off work due to an injury, unless the injury requires overnight hospitalization or the time loss exceeds fourteen (14) days.
 - a. During the first five (5) day waiting period employees may use accrued sick leave, vacation leave, compensatory time, floating holiday, or unpaid leave if no other leave is available.
 - b. If the on-the-job injury requires overnight hospitalization, no leave will be charged.
2. If the leave exceeds fourteen (14) days, the first five (5) day waiting period charged to leave balances will be returned.

3. In the event of a work-related temporary disability in which the employee is unable to return to work beyond five (5) days, the employee may be entitled to benefits to be paid a percentage of their regular wages from Worker's Compensation. The employee can choose to:
 - a. Keep the SIF compensation payments and continue to use sick leave. Of note – if the employee runs out of sick leave to use while unable to work, the employee will be responsible for the employee portion of benefit premium payments while not in pay status.
 - b. Remit the SIF compensation payment to the City for conversion to sick leave hours. Of note - this method provides additional sick leave hours to be used to keep the employee in pay status.
4. An employee that sustains a workplace injury or illness that requires the employee to leave work to seek medical treatment shall receive full regular pay for the date of injury. Employees are expected to return to work the same day as the injury unless the treating physician provides a written statement that the employee is not able to return to work.
5. If an employee's worker's compensation absence qualifies as a serious health condition as defined under the Family Medical Leave Act, the City will designate the leave as an FMLA-qualifying event and the worker's compensation absence will run concurrently with FMLA.
6. An employee, past the 5-day waiting period, actively receiving benefits, who depletes their accumulated sick leave, and is a participant in the Sick Leave Bank Program, is eligible to request sick leave bank hours. Employees will not be required to exhaust other leave types for medically necessary time off due to the original work-related injury.

XVI. Compensation (REPEALED PER RESOLUTION 2023-25)

XVII. Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) of 1993 entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. The City of Moscow is covered under FMLA and complies with all FMLA requirements.

A. Employee Eligibility:

1. To be eligible for FMLA, City employees must:
 - a. Have worked at the City for at least twelve (12) months; and
 - b. Have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period immediately preceding the leave;

2. The twelve (12) months of employment do not have to be consecutive. Time previously worked for the City (including seasonal work) could, in most cases, be used to meet the 12-month requirement. If the employee has a break in service that lasted seven (7) years or more, the time worked prior to the break will not count unless the break is due to service covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA).

B. Leave Entitlement

1. Eligible employees may take up to twelve (12) workweeks (480 hours) of leave in a 12-month period for one or more of the following reasons:
 - a. The birth of a child or placement of a child with the employee for adoption or foster care;
 - b. To care for a spouse, child, or parent who has a serious health condition;
 - c. For a serious health condition that makes the employee unable to perform the essential functions of their job; or
 - d. For any qualifying exigency arising out of the fact that a spouse, child, or parent is a covered military member on covered active duty or call to covered active duty status.
2. An eligible employee may take up to twenty-six (26) workweeks (1,040 hours) of leave during a "single 12-month period" to care for a covered servicemember with a serious injury or illness when the employee is the spouse, son, daughter, parent, or next of kin of the service member.
3. Under some circumstances, employees may take FMLA on an intermittent or reduced schedule basis. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment or appointments to minimize disruption to the City's operations.
4. If FMLA is for the birth, adoption, or foster placement of a child, the use of intermittent or reduced schedule leave requires prior departmental approval.

C. Compensation and Health Benefits

1. Employees are required to use accrued paid leave concurrently with any FMLA. If the employee does not have sufficient accrued paid leave to cover the full time out on FMLA, the employee may utilize leave without pay (LWOP) and work with Human Resources (HR) to coordinate usage of paid and unpaid leave.
2. Holidays that occur during FMLA will be paid in accordance with the City's Holiday policy.

3. Leave accruals while on FMLA will be in accordance with the City's Sick Leave and Vacation Leave policies.
4. The City will maintain group health plan benefits for employees on FMLA. Employees on unpaid FMLA or who do not have enough accrued leave to cover their portion of premiums are responsible for arranging with the City to pay their full portion of the premium.

D. Requesting Leave under FMLA:

1. Employees should comply with departmental requirements for requesting leave and provide enough information to reasonably determine whether FMLA applies to the leave request.
2. Employees requesting FMLA should submit written or verbal notice to HR. HR will determine if an employee's need for leave qualifies under FMLA and provide the employee with any required forms, notices, and information on rights.
3. Requests for FMLA should be submitted thirty (30) days in advance of the need for leave if the leave is foreseeable. If thirty (30) days advance notice is not possible employees must provide notice as early as possible under the circumstances.

E. FMLA Certification

1. When requesting FMLA for an employee's own serious medical condition or to care for a family member with a serious medical condition, healthcare certification is required and must be received by HR within fifteen (15) calendar days of the FMLA start date, or as soon as practical.
2. Employees do not have to share a medical diagnosis but must provide enough information to determine if the leave qualifies for FMLA protection. A statement or document(s) from the health care provider for the individual being treated should include the following information for supporting the FMLA request:
 - a. Contact information for the certifying health care provider.
 - b. The date the serious health condition began and how long it will last.
 - c. Appropriate medical facts about the condition such as symptoms, hospitalization, or doctor's visits.
 - d. For leave for the employee's own serious health condition, information showing that the employee cannot perform the essential functions of the job.

- e. For leave to care for a family member, a statement establishing the family member needs care, an estimate of when and how long the leave is needed.
 - f. For leave that needs to be taken in short blocks of time, an estimate of how much time will be needed for each absence, how often absences may occur, and information establishing the medical necessity for taking intermittent leave or requiring a reduced schedule.
3. When requesting leave for a qualifying exigency for Military FMLA certification is required and must be received by HR within fifteen (15) calendar days of the Military FMLA start date, or as soon as practical. This certification will be provided using the Department of Labor (DOL) "Certification of Qualifying Exigency for Military Family Leave."
 4. When requesting leave for a serious injury or illness of a covered member for Military FMLA certification is required and must be received by HR within fifteen (15) calendar days of the leave start date, or as soon as practical. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member.
 5. If FMLA or Military FMLA certification is deemed incomplete or insufficient, the employee will be advised in writing of what additional information is necessary to make certifications complete and sufficient. Employees must return revised medical certifications to HR within the date specified.
 6. The City may require employees to obtain a second medical certification from a health care provider that is selected and paid for by the employee's department. See Chapter 8. Section XVIII of the City's Personnel Policy, Fit for Duty, for additional processes guidelines.
 7. If FMLA or Military FMLA is requested for an employee's or their family member's serious health condition that continues beyond a single leave year, employees shall provide HR with new medical certifications each leave year.

F. Job Restoration

1. Upon return from leave under FMLA, an employee must be restored to their original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions.
2. Employees who return from FMLA retain all benefits they accrued prior to the start of leave. They also will receive any City-wide pay increases distributed during their period of leave.
3. The City may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

XVIII. Fit for Duty

- A. Applicants to whom a conditional offer of employment has been extended and current employees may be required to undergo medical tests, procedures, or examinations whenever there is a question of the employees' ability to perform their job responsibilities in a safe, secure, productive, and effective manner.
- B. Successful applicants for employment may be required as a condition of employment to pass a medical examination to establish their fitness to perform the jobs for which they have applied without endangering the health and safety of themselves or others. If the manager determines that an examination is appropriate to a particular position, all applicants for the job to whom a conditional offer of employment has been made are to be examined.
- C. Employees may be required to have a medical examination on other occasions when the examination is job-related and consistent with business necessity. For example, a medical examination may be required when an employee is exposed to toxic or unhealthy conditions, requests an accommodation for a disability, or has a questionable ability to perform their duties on the job for which they are being considered.
- D. Medical examinations required by the City will be paid for at City expense and must be performed by a physician or licensed medical facility designated or approved by the City. Medical examinations paid for by the City are the property of the City, and the examination records are to be treated as confidential and held in separate medical files.
- E. However, records of specific examinations, and if required by law or regulation, will be made available to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, and/or the employee's doctor.
- F. Employees who need to use prescribed drugs or narcotics while at work must report this necessity to their supervisor if the use of such prescribed drugs might reasonably be expected to impair their ability to perform the job safely and effectively. Depending on the circumstances, employees may be reassigned, forbidden to perform certain tasks, or even prohibited from working if they are judged by their supervisor unable to perform their job safely and properly while taking prescribed drugs.
- G. The City reserves the right to require acceptable confirmation of the nature and extent of any illness that requires an employee to be absent from scheduled work. Employees returning from a disability leave of absence caused by health problems may be required to provide a doctor's certification of their ability to perform their regular work satisfactorily without endangering themselves, the public or their fellow employees. The City reserves the right to require a second and, if necessary, third medical opinion regarding an employee's absence because of illness or injury. Any required second or third opinions will be paid for by the City.

- H. Employees who become ill on the job or suffer any injury, either of which is related to work, no matter how minor, must report to their supervisors, who will arrange referral for examination and treatment, as circumstances require and who will record the incident. Time spent by an employee in obtaining this medical attention will be considered hours worked for pay purposes. The cost of medical treatment sought will initially be covered by the employee's insurance and may later be reimbursed to the employee pending worker's compensation claim (if appropriate) or by the City at request of the employee.
- I. An injured employee's supervisor, manager, or medical personnel are authorized to direct the employee to be transported to a medical facility for treatment. Human Resources is responsible for developing and directing programs concerning employee health and safety.

XIX. Return to Work – Light Duty

The City may allow employees who have been injured or who are seriously ill and cannot return to full duty due to physical limitations to return to a temporary light duty assignment as determined by the department head in consultation with Human Resources. Upon release to full duty, employees are not eligible for a temporary light duty assignment.

A. The City may allow an employee to return to a temporary light duty assignment for a period not to exceed six (6) calendar months, in cases where:

- 1. There is legitimate temporary light duty work available without displacing another employee;
- 2. The employee is qualified to perform the essential functions of the light duty work assignment; and
- 3. The employee's health care provider releases the employee to perform light duty work.

B. Employees currently on a Performance Improvement Plan (PIP) are not normally eligible for light duty work assignments for off-the-job injuries or illnesses.

- 1. If a light duty work assignment is approved under ADA requirements or other exceptional circumstances, the PIP timeline and expectations may be adjusted to ensure a fair evaluation period.

C. Employees serving an initial introductory period are not normally eligible for light duty work assignments for off-the-job injuries or illnesses.

1. If a light duty work assignment is approved under ADA requirements or other exceptional circumstances, the introductory period timeline and expectations may be adjusted to ensure a fair evaluation period.

D. Temporary light duty work assignments will be evaluated in thirty (30) day increments. The temporary light duty assignment will end at any time within the evaluation period if the conditions above are not met and/or at the discretion of the department head in consultation with Human Resources.

E. In unusual cases, such as where the employee is undergoing therapy and the employee is an active and committed participant in the therapy and the expectation of a recovery allowing the full performance of the essential job functions is verified by the employee's health care provider, the light duty may be extended upon approval by the City Administrator.

F. In cases where a temporary light duty assignment is not available, the employee may remain on Workers' Compensation if the injury or illness was classified as an on-the-job accident or illness and has been processed through the City's Workers' Compensation insurance. During such time, the employee may use accrued leave in accordance with policy section XV. Workers' Compensation or request a medical leave of absence. Leave(s) must be coordinated through Human Resources.

G. When a temporary light duty assignment is not available or the time limitation has been met as outlined in XIX.A, and the injury or illness was not classified as an on-the-job accident or illness the following options are available to the employee:

1. Return to work in the same job held previously, performing the full duties of the job, with a physician's release.

2. Reassignment to another position available in the City, for which the employee possesses the minimum qualifications, and the essential functions of which the employee is able to perform. Availability shall be determined by the human resources manager and the department manager(s) involved. Reassignment to a position in a different department must be approved by the City Administrator.

3. Return to the same job held previously with reasonable accommodations to help in the performance of the essential functions.

4. Medical leave of absence (either using accrued leave or leave without pay if leave accruals have been exhausted or are not applicable).

5. Apply on a competitive basis for any open position in the City.

6. Retirement or other separation from City employment.

~~The City may allow employees who have been seriously injured or who are seriously ill and cannot return to full duty due to physical limitations to return to a temporary light duty assignment at the City's discretion. Upon release to full duty, employees are not eligible for a temporary light duty assignment.~~

~~A. The City may allow an employee to return to a temporary light duty assignment for a period of time not to exceed thirty (30) calendar days following the first day of the temporary light duty assignment. At the end of the thirty (30) day period the temporary light duty assignment will end. The employee may request and the City may allow a new temporary light duty assignment not to exceed thirty (30) calendar days. Any additional temporary light duty assignment will not necessarily involve the same tasks and duties as a prior temporary light duty assignment.~~

~~B. To consider a request for a temporary light duty assignment, there must be a legitimate temporary light duty assignment available in the employee's department or in another department within the City. Temporary light duty assignments will be coordinated by the supervisor and Human Resources.~~

~~C. The affected employee must be qualified to perform the essential functions of the temporary light duty assignment.~~

~~D. The employee's health care provider must release the employee with all restrictions noted to perform the temporary light duty assignment.~~

~~E. In cases where a temporary light duty assignment is not available, the employee may remain on Workers Compensation if the injury or illness was classified as an on-the-job accident or illness and has been processed through the City's Worker's Compensation insurance. During such time the employee may also use accrued leave or request a medical leave of absence. Leave(s) must be coordinated through Human Resources.~~

~~F. When a temporary light duty assignment is not available and the employee has not been released to full duty due to physical limitations, and the employee has exhausted all paid or unpaid leave, the employee's employment with the City may be terminated.~~

XXI.XX. Emergency Closures

The City understands that inclement weather and other emergencies can affect the ability for City operations to be open and services to be available. It is the policy of the

City to provide timely information to City employees and the community concerning the status of City offices as a result of weather conditions or emergency situations.

In the event of inclement weather or other unforeseen emergencies, the City Administrator or authorized designee will determine and communicate appropriately any impact to normal City operations which necessitates the delayed opening, or the closing of a City building, facility, or service during normally scheduled business hours. Essential employees are to report to work as normally scheduled or as required in the event of inclement weather or other emergency situation.

A. Essential Employees:

There are certain critical City operations and services that cannot be suspended or interrupted to ensure the continued safety of the community. Essential employees are employed in positions and/or departments which require they provide essential services to the public or provide direct leadership or support, regardless of environmental factors. Essential departments typically operate on a 24-hour day rotating schedule or play a critical role in maintaining the safety or services of the City.

1. Police Department: All sworn personnel are designated as essential employees. Non-sworn employees may be designated as essential at the discretion of the Chief of Police and City Administrator.
2. Fire Department: All public safety personnel are designated as essential employees. Public safety administrative employees may be designated as essential at the discretion of the Fire Chief and City Administrator.
3. Public Works: The Deputy City Administrator and City Administrator will determine which departments or employees within Public Works are designated as essential employees.
4. Information Services: All IS personnel are designated as essential employees to ensure that communication equipment and other City technology remains functional. The Information Services Manager may determine if services could be maintained via remote or if on-site monitoring is required.
5. Other personnel may be designated as essential based on the nature of the emergency situation.

B. Compensation

1. If a City facility or service is suspended for an entire work day, or portion of a work day, non-essential employees who are scheduled to work on that day, will receive their regular pay for the duration of the emergency closure and will not be required to use vacation leave, sick leave, or compensatory time.

2. Employees already scheduled for paid time off (i.e. on vacation, sick leave, compensatory time, etc., including FMLA) will continue to use the scheduled paid time off and are not eligible to receive regular pay for emergency closures.
3. Employees may be asked to work remotely to the extent possible during an extreme weather event and when doing so shall not be entitled to extra pay or overtime for such hours worked during the regularly scheduled workday.
4. Essential employees required to work during their regularly scheduled hours will be compensated at a rate of one and one half (1 ½) times the regular hourly rate.
5. If the City remains open on an adverse weather day or other unforeseeable event, but an employee elects not to work or is unable to report to work due to school/daycare closures and/or road conditions they should notify their supervisor(s) as soon as possible. Employees who are unable to report to work may:
 - a. Request use of available vacation, comp time, or personal holiday.
 - b. If eligible, may request to work from home. Work from home will only be granted at the approval of the supervisor.
 - c. If an employee does not have available paid leave to cover this time off, leave may be recorded as leave without pay as approved by the City Administrator.
6. All employees are expected to make their own decisions regarding their personal safety while commuting to work and act accordingly.

Chapter 9 - Records

I. Payroll and Time Records

- A. Employees are paid every two weeks throughout the year. All paychecks are distributed by direct deposit with paystubs issued on every payday. Paychecks compensate employees for work performed in the pay period preceding the week in which the check is issued.
- B. Each non-exempt employee is responsible to accurately record time that they have worked following the procedures established by the Finance Department - Payroll Office. Each report of non-exempt employees must be signed manually or electronically by both the Supervisor and the employee. It must contain a certification that it is a true and correct record of the employee's actual time worked and benefits used for the time period covered. Any changes to the time record made by a Supervisor or the Payroll Office to correct mistakes must be acknowledged by the employee. Exempt employees may be required to document time worked or benefits used for accountability purposes.
- C. Employees may not falsify their timesheet or alter another employee's timesheet in any way. Employees must not under or over report hours worked by themselves or other employees, or conceal any falsification of time records, even if instructed to do so by a supervisor, manager, an Elected Official, or another person. If instructed to do so, the employee must immediately report it to the City Attorney.
- D. Every effort will be made to ensure that employees are paid correctly. Occasionally, however, inadvertent mistakes occur. Each employee must monitor the accuracy of compensation received and review their paper or electronic paycheck stub when received to make sure it is correct. The information shown on the employee's paycheck stub is provided for information only. Actual practices regarding the issuance of paychecks and allocation of employee benefits must be consistent with the City's official policy. In the event of disagreement between the computer-generated paycheck stub and official policy, as interpreted by the City Council, the policy will prevail. Employees are obligated to call the City's attention by notifying payroll to any such errors, whether to the employee's advantage or disadvantage. When mistakes are made and are called to the City's attention, the City will correct the error as soon as possible.

II. Personnel Files

A. Personnel Records

- 1. The official employee records for the City will be kept in the Human Resource Office.

2. The personnel files should contain records related to employee performance, employee status, and other relevant materials related to the employee's service with the City.
3. The employee's supervisors and the employee them self may contribute materials to the personnel files deemed relevant to the employee's performance.

B. Access to Personnel Files

1. Only the employee's supervisors, attorneys for the City, Human Resources staff, and the employee are authorized to view materials in a personnel file. Access of others to such files will be allowed only when authorized after consultation with legal counsel for the City or upon receiving written consent by the employee.
2. Information regarding personnel matters will only be provided to outside parties with a release from the employee, when deemed necessary by legal counsel for the City, or pursuant to a Court order or a proper subpoena.
3. The City reserves the right to disclose the contents of personnel files to outside state or federal agencies, its insurance carrier or its carrier's agents for risk management purposes, or when necessary to defend itself against allegations of unlawful conduct.
4. Copies of materials in an employee's personnel file are available to that employee without charge, subject to exceptions provided by statutes.

C. Employee Responsibility

1. Employees have a responsibility to make sure their personnel records are up to date and should notify Human Resources in writing as soon as possible of any changes in at least the following areas:
 - a. Name
 - b. Current address
 - c. Social Security Number or other tax identification number
 - d. Marital status
 - e. Number of withholding allowances (dependents)
2. This information is required for the City to properly process and report W4 and W2 information as required by the Internal Revenue Service.

III. Management of Information In Personnel Files

Each employee may contest the contents of their personnel file at any time, by filing a written objection and explanation that will be included in the file along with the objectionable material. It is the sole judgment of the City Administrator or designee, after consultation with Human Resources and City Attorney, to determine if any material may be removed from a personnel file. In general, there is a presumption that materials are to remain in personnel files accompanied by the employee's written objection and explanation to provide a complete employment history. Any such approved removal of information will be documented in writing and maintained in the employee's personnel file.

Chapter 10 - Operational Policies

I. Conflicts of Interest

The City prohibits its employees from engaging in any activity, practice, or conduct which conflicts with, or appears to conflict with, the interests of the City. Since it is impossible to describe all of the situations which may cause or give the appearance of a conflict of interest, the prohibitions which may cause or give the appearance of a conflict of interest, include but are not limited to the following examples.

- A. Employees are expected to represent the City in a positive and ethical manner and have an obligation both to avoid conflicts of interest and to refer questions and concerns about potential conflicts to their supervisor or manager.
- B. Employees are not to engage in, directly or indirectly either on or off the job, any conduct which is disloyal, disruptive, or damaging to the City.
- C. Employees and their immediate family are not to accept gifts, (except those of nominal value), or any special discounts or loans from any person or firm doing, or seeking to do, business with the City.
- D. Employees are not to give, offer, or promise, directly or indirectly, anything of value to any representative of a customer, of a potential customer, or of a financial institution in connection with any transaction or business that the City may have with that customer, potential customer, or financial institution.
- E. While actively employed, employees shall not:
 - 1. Hold any City of Moscow elective office. (Employees may run for any City of Moscow elective office; but, must resign their City position if elected and prior to being sworn into such elective office.)
 - 2. Engage in any campaigning or circulating political petitions while on the job;
 - 3. Use any City funds, resources, time supplies or equipment for political purposes;
 - 4. Participate in any political activity while wearing any uniform or part of any uniform associating them with their City employment.

II. Outside Employment

- A. The City may allow its employees to engage in outside work or hold other jobs, subject to certain restrictions as outlined below.
- B. The City requires that employee's activities and conduct away from the job must not conflict with or compromise the City's interests, or adversely affect job performance and the ability to fulfill the employee's responsibilities to the City.

This requirement, for example, prohibits employees from performing any services for customers on non-working time that are normally performed by City personnel. This prohibition also extends to the unauthorized use of any City tools or equipment. In addition, employees are not to solicit or conduct any outside business during paid working time.

- C. Full-time employees are not encouraged to engage in outside employment or other work activity, but may be permitted to do so if granted permission. Employees are cautioned to consider carefully the demands that additional work activity will create before requesting permission to seek or accept outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity does cause or contribute to job-related problems, it must be discontinued; and, if necessary, normal disciplinary procedures will be followed to respond to the specific problems.
- D. All employees, including part-time employees, must obtain prior approval from their manager before any outside employment or other work activity is undertaken. Failure to do this may result in disciplinary action. To request approval, complete the Outside Employment Form, available from Human Resources.
- E. The request should state any pertinent information about the outside employer, the nature of the job, and the hours of employment. The manager should then either approve or disapprove the request and forward to Human Resources for inclusion in the employee's personnel file.
- F. This form must be reviewed and approved by the employee's supervisor, deputy city administrator, and Human Resources. Decisions of approval or disapproval, at all levels, are final.
- G. The following factors are examples of when an Outside work requests may not be approved:
 - 1. May reduce the employee's efficiency in working for the City.
 - 2. Involve working for an organization that does business with the City, such as contractors and suppliers.
 - 3. May create a potential for CONFLICT OF INTEREST.
- H. Employees who have accepted outside employment are not eligible for paid sick leave if the absence is used to work on the outside job or is the result of an injury sustained on the outside job. Fraudulent use of sick leave or personal absences will result in disciplinary action.
- I. Any employee who is injured or becomes ill while working on any outside job must report the injury or illness to their supervisor.

III. Business Travel

Business travel must be approved in advance and should be engaged in and reimbursed according to the guidelines below.

- A. Employees holding jobs that require some travel are expected to travel as a condition of employment. For all other jobs, travel is considered only an incidental function of the position, but may be required.
- B. Supervisors must approve any employee travel in advance.
- C. The City may issue guidelines specifying or restricting travel booking requirements. Under normal circumstances, employees should use the most expedient mode of transportation available, book the least expensive fares, and stay in and eat at moderately priced establishments.
- D. Employees should provide their supervisor with a copy of their itinerary before leaving on business travel.
- E. Employee expenses for approved travel will be paid or reimbursed when properly documented by the employee and approved by the supervisor. Employees who know or anticipate that they will have a special request for travel expense reimbursement should seek approval for the expense from their supervisor before the expense is incurred. Any travel expenses deemed unreasonable relative to the circumstances will not be paid or reimbursed and are the employee's personal responsibility.
- F. Employees may obtain a cash advance for travel expenses in accordance with the adopted per diem schedule by submitting a written request to their supervisor. When city employees receive an advance for per diem, they are not required to keep receipts of their use of the per diem.
- G. Meal expense amounts paid by credit card shall comply with the approved per diem rate of the travel location.
- H. Time spent by non-exempt employees in traveling away from home on City business during normal working hours is considered hours worked for pay purposes.
- I. Employees traveling on City business are representatives of the City and are expected to maintain a high level of professionalism and follow all of the City's policies and rules.

IV. Use of Communication Systems

Communications systems necessary to promote the efficient conduct of its business will be provided.

- A. The City Communications System includes but is not limited to the following: mail; electronic mail; courier services; facsimiles; computers; computer networks; on-line services; computer files; intercom systems; video equipment; recording devices and recordings; pagers; two-way radio equipment; phones; and cellular phones.
- B. Supervisors are responsible for instructing employees on the proper use of The City Communications Systems used by the organization for both internal and external business communications.
- C. No employee shall have any expectation of privacy in any message, file, image, or other form of data created, sent, received, accessed, or in the City's Custody or control, by use of the City's Communication System, which includes GPS data. All City equipment used for communication, including the messages transmitted or stored, and the location of where the messages are transmitted, are the sole property of the City. Supervisors and/or managers may access and monitor employee use of the City Communication Systems and files, as considered appropriate. Some City issued systems and devices have the ability to include GPS tracking data. The employee has no expectation of privacy as it relates to the GPS data stored on any City issued system or device when such device is used for work or personal reasons.
- D. Authorized personal use of the City Communication System includes uses made by City employees where such use:
 - 1. Does not adversely affect the performance of the City Communication Systems;
 - 2. Creates no significant additional cost to the City, however, personal long-distance calls and personal use of City-issued cellular phones are prohibited;
 - 3. Is of reasonable duration and frequency, and whenever possible, made during employee's personal time (such as breaks or the time before and after a shift);
 - 4. Has little impact on the employee's or other employees' productivity or ability to perform their assigned duties.
- E. While at work, employees are to exercise discretion in using City Communication Systems or personal devices such as cellular phones. Excessive personal use of any communication systems or personal devices during the work day interferes with employee's productivity and can be distracting to others; therefore, excessive personal use (regardless of the system used) during an employee's workday is prohibited.
- F. Users of the City Communication Systems shall obey all pertinent federal, state, county, and local laws and ordinances.
- G. While at work, public safety employees (police and fire) are expected to operate vehicles and other equipment in a safe manner and shall not utilize any device in a manner that interferes with the safe operation of the vehicle/equipment. Public

safety employees shall not operate any non-City issued Communication System devices while operating a vehicle/equipment.

- H. While at work, non-public safety employees shall not operate any device while driving a motor vehicle or operating equipment. Non-public safety employees who receive a cell phone call or text message while driving a motor vehicle or operating equipment are required to stop the vehicle/equipment in a safe location so that communication occurs while the vehicle/equipment is stopped. The use of hands-free technology and the use of vehicle installed two-way radio equipment is acceptable as long as it does not interfere with the safe operation of the vehicle/equipment. This section shall not apply to employees who are passengers in a motor vehicle.
- I. Improper use of City Communication Systems equipment will result in discipline, up to and including termination. Improper use for the purposes of this policy includes, but is not limited to: playing computer games, sending any harassing, offensive, demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages, materials, or data.

V. Vehicle Use

This Policy applies to all employees and City volunteers (those that volunteer on a regular basis, not one-time volunteers) who operate vehicles on City business. Activities of these employee drivers will be reviewed by supervisors to ensure full implementation and compliance of this Policy.

- A. Employees operating City-owned or leased motor vehicles shall always drive safely, legally and courteously, remembering that they are directly responsible for maintaining both City-owned property and the public trust.
- B. Employees are expected to operate vehicles safely. It is the policy of the City to provide a safe working environment that protects City employees and citizens from injury and property loss. The City considers the use of vehicles part of the working environment and is committed to safe responsible employee driving behavior that reduces the risk of personal injury and property loss.
- C. Some City vehicles may be equipped with GPS capabilities where at any given time the vehicle may transmit and the City may utilize the GPS information to identify where the vehicle is located or historical information as to where the vehicle has been. Employee has no expectation of privacy as it relates to the use of the City vehicle and as it relates to the electronic information the vehicle may store or transmit. The City has the discretion to utilize this information for any use it determines appropriate.
- D. Authorized Use

- 1. Employees must be authorized by their supervisor to operate a City vehicle.

2. Vehicles owned or leased by the City are to be used for the approved functions of the City. Personal use, use by a person not employed by the City, or any other type of use must be authorized.
 3. The City Street/Vehicle Maintenance Manager is entrusted with the care and keeping of the vehicles and may assign that responsibility to an employee.
 4. Some employees may be assigned the use of a City vehicle that is driven home. Such personal use, if allowed, may be a taxable benefit.
 5. Vehicles over 26,000 gross vehicle weight, buses, and vans over fifteen (15) passengers require a commercial driver's license (CDL). Members of the Moscow Volunteer Fire Department are exempt from the CDL requirement per Idaho Code § 49-302(3).
- E. Employees who drive their personal vehicles on City business are subject to the requirements of this Policy including:
1. Maintaining auto liability insurance with minimum state limits.
 2. Maintain their vehicle in a safe operating condition when driven on City business.
- F. Assigned or Permitted Drivers
1. Each employee assigned to a City vehicle or employees who operate a City vehicle or personal vehicle while conducting City business is required to have a valid driver's license. Should an employee's driver's license expire, be revoked or suspended, the employee shall immediately notify their supervisor. During the entire time of the revocation or suspension, the employee's City vehicle-use privileges will be suspended. Under no circumstances will such an employee operate a City vehicle until the employee's driver's license has been fully restored and validated.
 2. Each employee assigned or permitted to operate a City vehicle shall be responsible for the proper and safe operation of the vehicle.
- G. To evaluate employees as drivers, management may:
1. Review past driving performance and work experience through reference checks with previous employers;
 2. Review the employee's driver's license record (DLR);
 3. Ensure the employee has a valid driver's license; and
 4. Ensure that the employee is qualified to operate the type of vehicle they will drive.

- H. Seatbelt Use - Except as specifically authorized herein, all drivers and passengers are required to utilize seatbelts as mandated by law. Exception: City sworn law enforcement officers may dispense with wearing safety restraints in specific tactical situations or when it reasonably appears that, due to unusual circumstances, wearing a seatbelt would hinder rather than increase safety. Idaho Code § 49-673(2)(b).
- I. Mobile Communication Device, Cell Phone and Computer Use - Except as specifically authorized herein, the driver of a City vehicle, or any other vehicle being used for City business, is prohibited from using a mobile communication device, cell phone or computer of any type while the vehicle is in motion. Drivers must be safely parked before using phone or mobile computer equipment. For purposes of this section of this Policy, a mobile communication device is defined as “a text messaging device or a wireless, two-way communication device designed to receive and transmit voice or text communication”. This section of this Policy does not apply to City work-related two-way radios. Exception: Moscow Volunteer Fire Department Command Staff may use mobile communication devices in specific tactical situations. City sworn law enforcement officers may use mobile communication devices in specific tactical situations or as otherwise authorized by the Chief of Police.
- J. Smoking Prohibited in Vehicles - Smoking is expressly prohibited in all City vehicles.
- K. Impaired Driving - No driver shall operate a City or a personal vehicle while on City business when their ability to do so is impaired or influenced by: alcohol, illegal drugs or other illegal or intoxicating substances, prescribed or over-the-counter medication, or illness, fatigue or injury. The employee driver is obligated to report to their supervisor any reason that may affect their ability to drive safely.
- L. Proof of Insurance - Employee drivers must make sure that the current insurance card is kept in the vehicle at all times.
- M. Accident Reporting
1. In the event of an accident, the driver shall, when possible, first check on the safety and welfare of all persons involved and seek immediate medical attention (should it be required for themselves or others).
 2. Drivers shall always report any incident that involves a City vehicle or an instance when driving a personal vehicle while conducting City business to the police. This will help ensure that the employee and the City are protected from unwarranted claims. No driver or passenger should discuss fault with or sign anything from anyone except for a police officer, a representative from the City's insurer, or an authorized representative of the City.

3. Vehicles should be left at the scene of the accident until police arrive. If there is an immediate danger or hazard, the vehicle should be moved to a safe location out of the way of traffic.
 4. Drivers and/or the Drivers emergency contact, shall notify their supervisor as soon as possible of the accident and report on the required City form the extent of the injuries and property damage involved notifying the City Clerk in order to complete the applicable and required forms within five (5) working days, unless additional time is required due to the extent of the employee's injuries and inability to complete the required forms within five (5) working days. The supervisor may need to assist with completing the required forms.
 5. Drivers should refer to the Drug and Alcohol Testing Policy as in the event of an accident drug and alcohol testing may be required.
 6. Drivers shall cooperate fully with the City and the claims department of the City's insurer during the handling of the claim.
- N. Traffic Violations - All fines and other criminal penalties resulting from violations of the law by the driver are the personal responsibility of the driver of any City vehicle. These costs are not reimbursable by the City and must be paid promptly by the driver.
- O. Vehicle Registration, Maintenance and Repair
1. If the City vehicle needs repairs, the vehicle should be scheduled for repair.
 2. Maintenance of the vehicle registration, license plates and inspections are the responsibility of the Street/Vehicle Maintenance Manager.

VI. Social Media

- A. The City of Moscow's use of social networking is for the primary function of communicating and delivering information directly to the public about government matters.
- B. Personal social media accounts should not be utilized for City business and is not approved to be utilized for City business. To the extent an employee, elected official, commission member, or anyone appointed to conduct City business utilizes a personal account for City business, they are responsible for maintaining those records and providing those records for public record requests or potential lawsuits or litigation.
- C. In terms of personal use, it is not the intent of the City to restrict an employees', agents' or officers' First Amendment rights, but rather to ensure that Content posted by employees, agents or officers clearly reflect that those comments are personal and not being made on behalf of the City unless authorized by the City.

VII. Confidentiality

Supervisors and managers are responsible for and entrusted with all confidential information that is maintained by their respective departments or routed through their departments. Confidential information includes but is not limited to sensitive information pertaining to members of the city, community, and personnel records maintained by Human Resources. Confidential information must be maintained in secured files at all times when not in use, and may not be duplicated, shared, or distributed without prior written authorization from the assigned supervisor or department head, except where expressly provided for in City policy or written departmental rules or procedures.

Employees shall refrain from disclosing, requesting, or discussing information related to confidential internal meetings, work incidents, or other confidential information with the public or other employees who do not have a legitimate business need for the information. Confidential information will be shared only with employees or members of the public for legitimate business reasons, or as required by the Idaho Public Records Act or other state or federal laws, court orders, or subpoenas. Except where expressly provided for in City policy or written departmental rules or procedures, before disclosing any confidential information to another employee or the public, employees must obtain written authorization from their assigned department head or the City Attorney, or their designees, to release the requested confidential information. Violation of this policy may result in disciplinary action up to and including termination.

All employees and public officials are required to complete a Confidentiality Agreement at the time of hire and then every three (3) years. Unpaid interns, or volunteers may be required to complete a Confidentiality Agreement based on the nature of their role with the City.

City of Moscow

4x10 Summer Work Schedule Pilot Employee Survey



Report of Results
Human Resources Department
October 2025

Introduction

Background

Over the past several years, many City of Moscow employees have expressed interest in having different work shift options available to provide flexibility and enhance work-life balance. The City already supports a variety of shifts—from the 48-hour shifts of our Paramedic/Firefighters to the Police Department’s 12-hour shifts, and many operations crews working 10-hour days during the summer construction season. During the eight-week period from June 30 through August 22 in 2025, the City of Moscow conducted a pilot summer schedule that included four 10-hour workdays Monday through Thursday, with all City business offices closed on Friday of each week.

Following the completion of the pilot program, the Human Resources Department invited employees who participated in the Summer Work Schedule Pilot Program to provide feedback through an anonymous survey. The survey included a series of questions intended to gauge the benefits or potential challenges employees faced during the pilot. 76 employees completed the survey, and 46 respondents provided additional written responses to the open-ended questions.

Overall Sentiment

There was strong positive feedback from many employees who valued the extra day off, improved their work-life balance, and their ability to schedule personal/medical appointments without using leave. Some of the significant findings include:

- **73% of respondents felt that team morale improved during the pilot**
- **78% of respondents were very satisfied or somewhat satisfied with the schedule**
- **53% of respondents felt their productivity improved, 46% percent felt it stayed the same**
- **76% of respondents would like to repeat the schedule next summer**
- **71% of respondents felt that the schedule improved their overall wellbeing**

Some neutral or mixed views were mentioned where the schedule worked for certain roles but not others. The respondents noted minimal concerns about customer service gaps, interdepartmental coordination, and operational coverage.

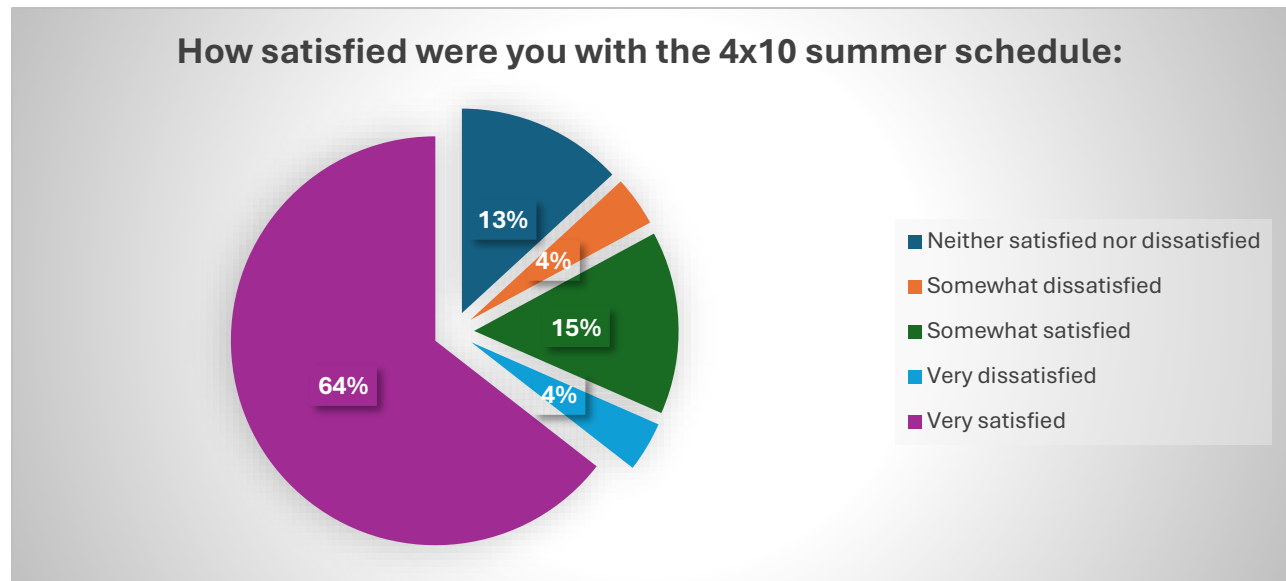
Bottom Line

A majority of participants want the option to continue - some year-round, others seasonally, citing morale, productivity, and personal benefits. If approved to continue the program, future success will depend on flexibility, coverage planning, and balancing employee satisfaction with public service obligations.

Survey Results

Overall, how satisfied were you with the 4x10 summer schedule?

78% of respondents were either *very satisfied* or *somewhat satisfied* with the 4x10 summer pilot program, with 64% of respondents reporting they were *very satisfied*. Only a small portion expressed dissatisfaction, while others remained neutral. Overall, the results reflect a positive reception, with some opportunities to address the concerns raised.



What benefits did you experience while working the 4x10 schedule?

Respondents had the opportunity to choose pre-selected options for benefits as outlined in the chart below and had the opportunity to add open-ended responses. The most significant benefit cited was *better work-life balance*, followed closely by *increased productivity* and *improved morale*. Many respondents valued the three-day weekends and the sense of being more refreshed. A smaller group raised concerns about longer daily hours, coverage gaps, or alignment with external partners/contractors.



Employees shared a range of additional perspectives, including:

- *"I felt more productive and mentally satisfied after a three-day break."*
- *"Three-day weekends were great."*
- *"Felt more refreshed when returning to the office on Mondays."*
- *"Improved customer service through interaction with the public outside of their working hours."*

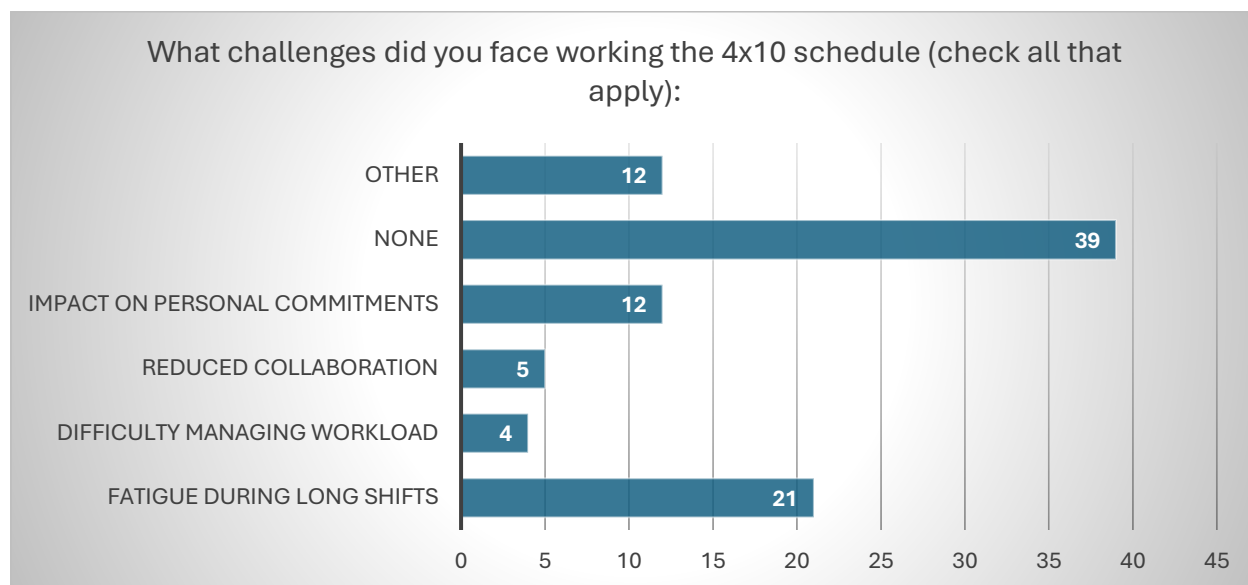
Some also noted mixed experiences:

- *"The hard part was the long days with only a ½-hour lunch."*
- *"Less availability of personnel."*
- *"We are driven by contractors that already are working more hours than us."*

While the 4x10 summer pilot program delivered clear benefits in employee satisfaction, morale, and work-life balance, with thoughtful adjustments to address scheduling and workload concerns, the program has strong potential for long-term success.

What challenges did you face while working the 4x10 schedule?

Respondents had the opportunity to choose pre-selected options for challenges they faced while working the 4x10 schedule as outlined in the chart below, and also add open-ended responses. The most common response was "None" (51%), indicating that a majority did not experience significant challenges. Among those who did, fatigue and personal commitments were the most frequently cited issues. While the overall impact of challenges was limited, there are specific operational and scheduling adjustments that could improve the experience for those who did encounter difficulties.



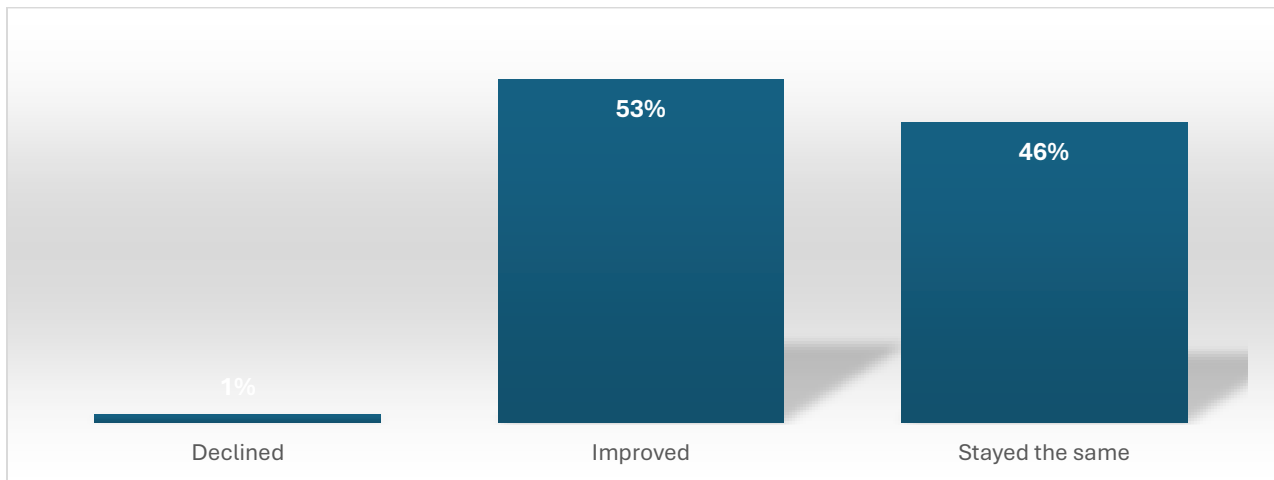
Employees provided additional context, highlighting both operational and personal challenges:

- **Coverage & Scheduling:**
 - *"With programs and facilities open 7 days a week, it was a challenge at times as we are on call for emergencies."*
 - *"It should be a set 10 or so schedules and employees get to pick one."*
- **Work Alignment:**

- “Implementing this when my staff is on construction didn’t give them the opportunity to fully take advantage of the 4x10s.”
- “Continued working 5x8s.”
- **Work Environment:**
 - “Found the quieter office on Friday helpful.”
 - “A 30-minute lunch break goes by too quickly.”

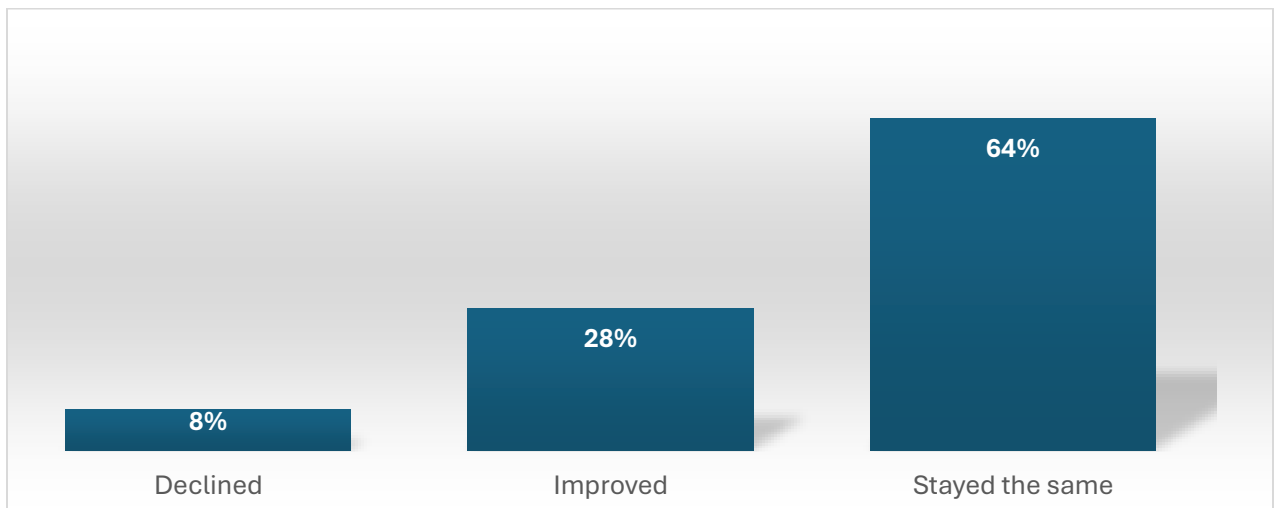
Did your productivity change while working the 4x10 schedule?

The 4x10 schedule had a positive or neutral impact on nearly all employees’ productivity, with 99% of respondents reporting that their productivity either improved or stayed the same. Only 1 employee (1%) reported a decline, suggesting minimal and insignificant negative impact.



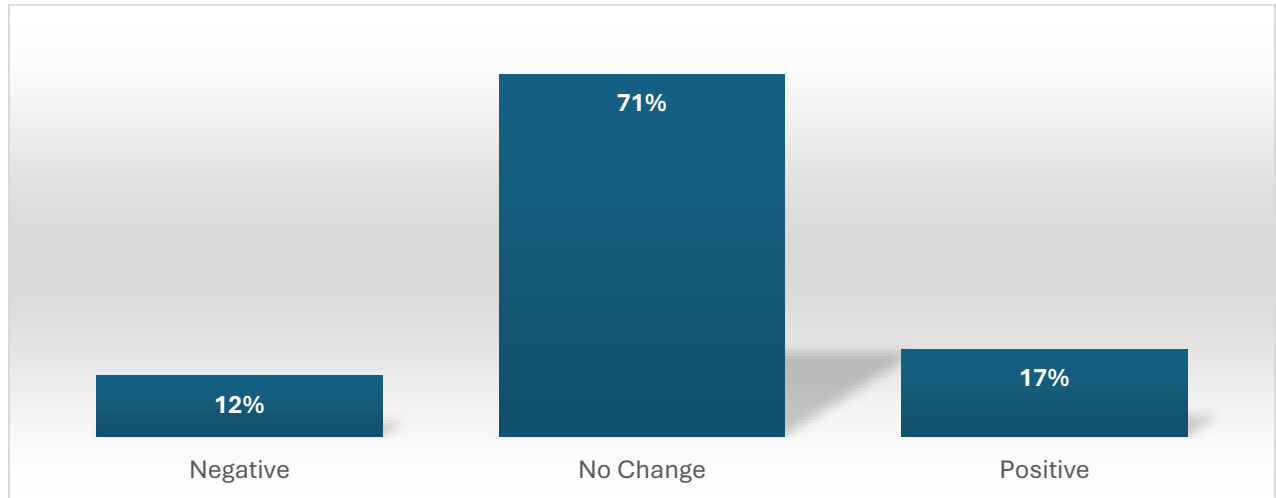
What was the effect on team communication/collaboration?

Most respondents reported that team communication and collaboration stayed the same under the 4x10 schedule, while over 27% saw improvements. Very few experienced a decline, suggesting the schedule did not significantly disrupt teamwork and may have enhanced it for some groups.



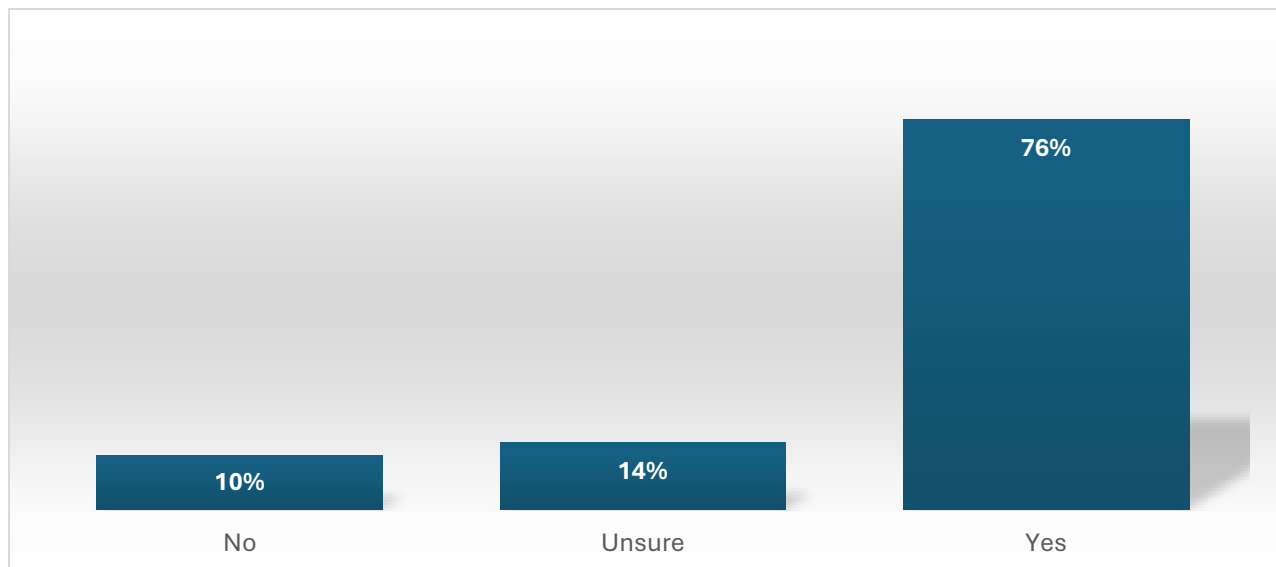
What were the changes in customer/client service?

Most respondents reported that customer and client service was unaffected by the 4x10 schedule, while nearly one in five saw improvements. A small minority noted negative impacts, suggesting that overall service levels were maintained or enhanced.



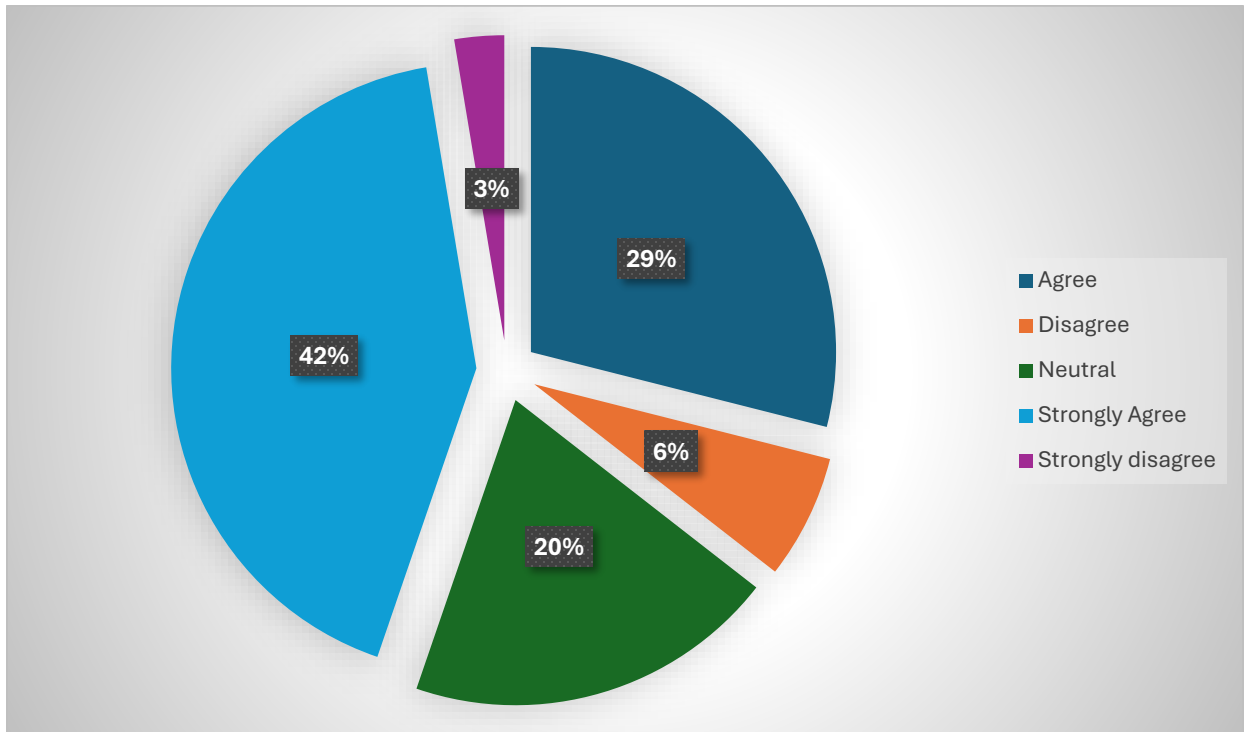
Would you prefer to continue the 4x10 schedule next summer?

The 4x10 summer pilot program received strong support, with 76% of respondents stating that they would like to follow the 4X10 schedule next year. Only a small minority opposed the schedule, while some remain unsure, highlighting an opportunity to address specific concerns.



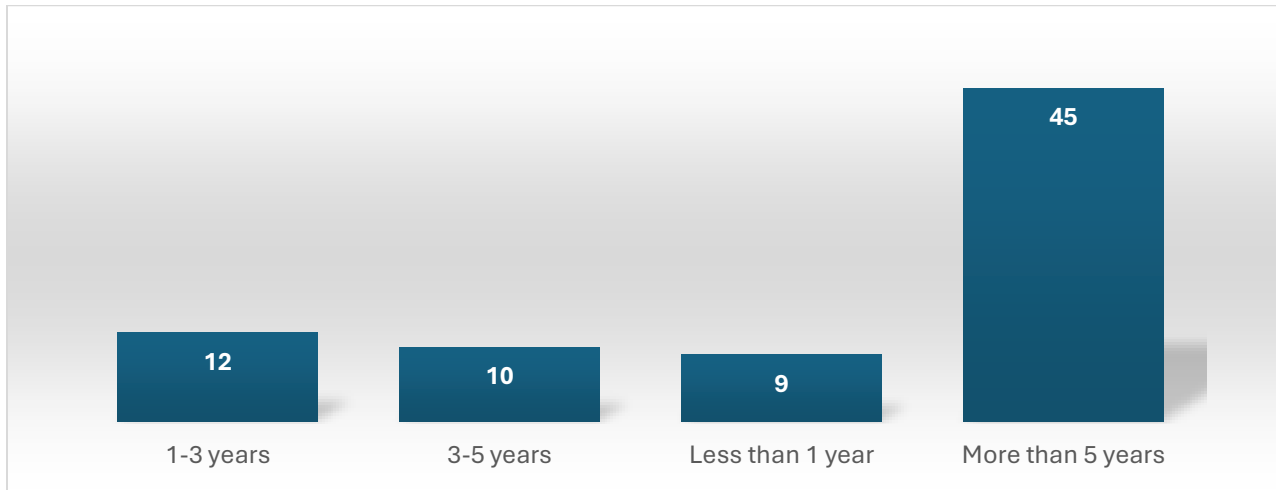
The 4x10 schedule improved my overall well-being.

71% of respondents reported that the 4x10 schedule improved their overall well-being, with very few reporting a negative impact. This suggests the schedule not only supported productivity and morale but also contributed positively to employee wellness.

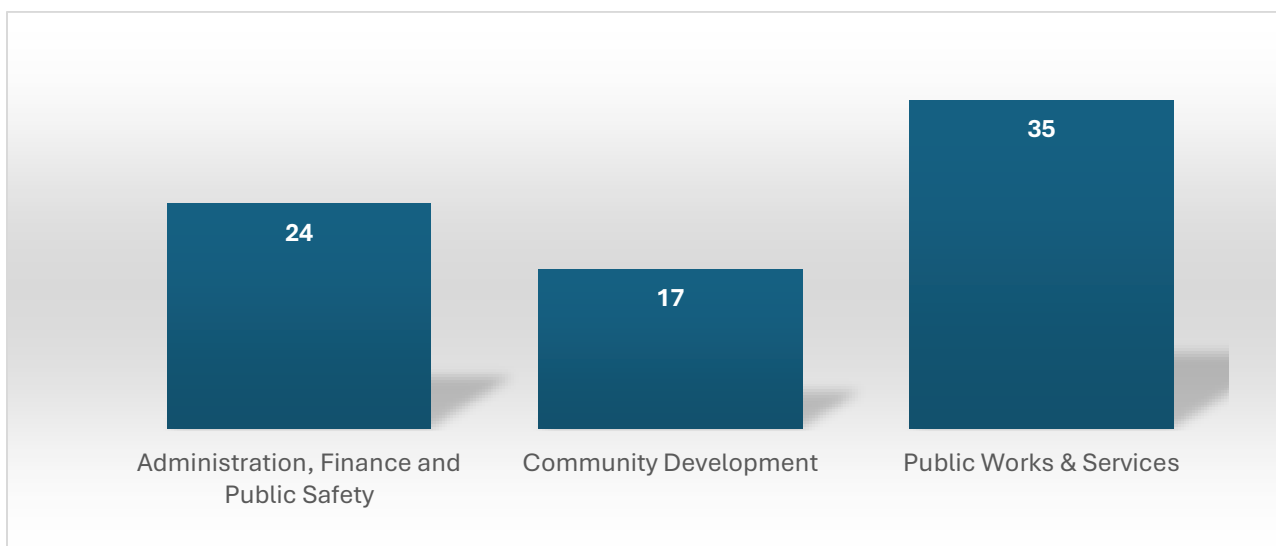


Respondent Demographics

Respondents were asked to identify their tenure with the City as well as what department they worked within. This demographic breakdown shows we had broad participation across departments, tenure levels, and roles, giving credibility to the survey results. The largest group of respondents (45 employees, 63%) have been with the City for more than 5 years, showing strong representation from long-tenured staff. Newer employees are also represented, with 9 employees (13%) having less than 1 year of service. Mid-range tenure groups (1–3 years and 3–5 years) together account for 22 employees (31%), providing balance between newer and more experienced employee perspectives.



Survey participation was broad across departments, with the largest share of responses coming from Public Works & Services. This distribution provides confidence that the results reflect a wide range of operational perspectives across the City.



The survey results reflect a balanced mix of perspectives, with the majority of responses from employees and a significant portion from supervisors. This distribution strengthens the credibility of the findings by including both staff and leadership viewpoints.

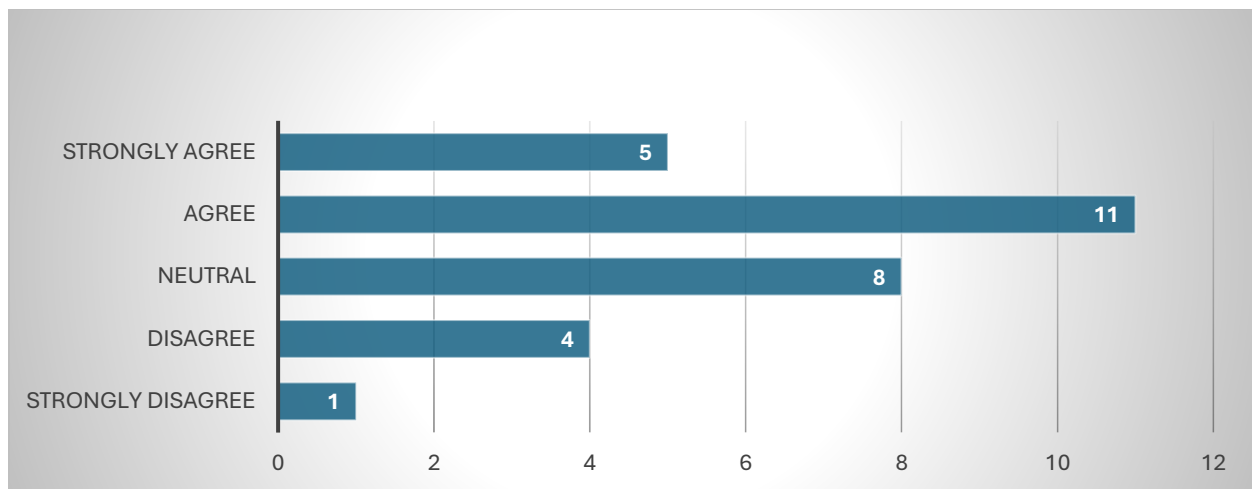


Supervisor Specific Feedback

The following questions were directed only to supervisors in order to capture leadership perspectives on the 4x10 summer pilot program. These items focused on management effectiveness, team morale, and operational coverage.

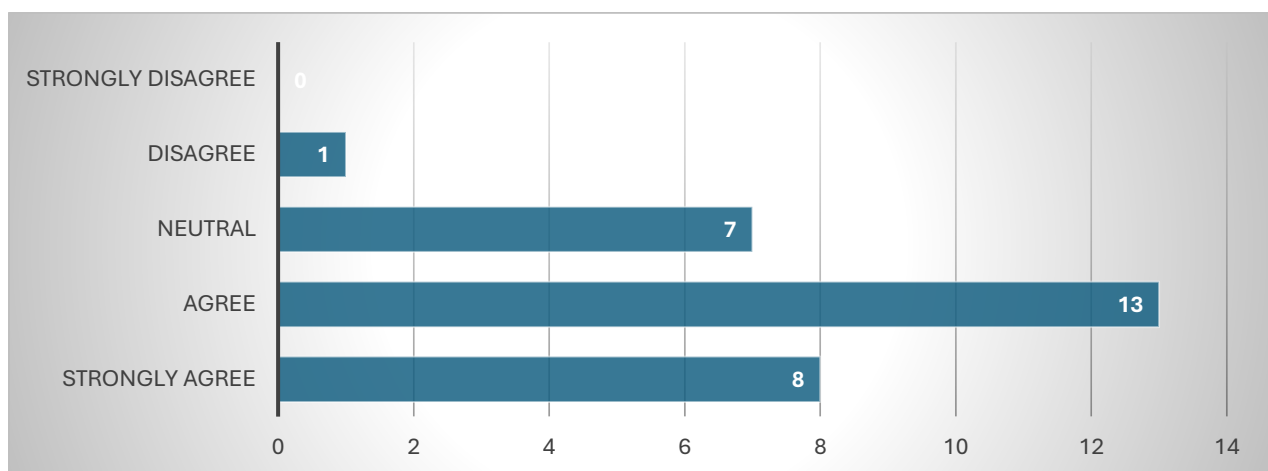
The 4x10 schedule made it easier to manage my team.

Most supervisors reported that the 4x10 schedule either improved or did not affect their ability to manage teams. 55% of respondents found it easier to manage staff under the schedule, while only a small minority experienced challenges.



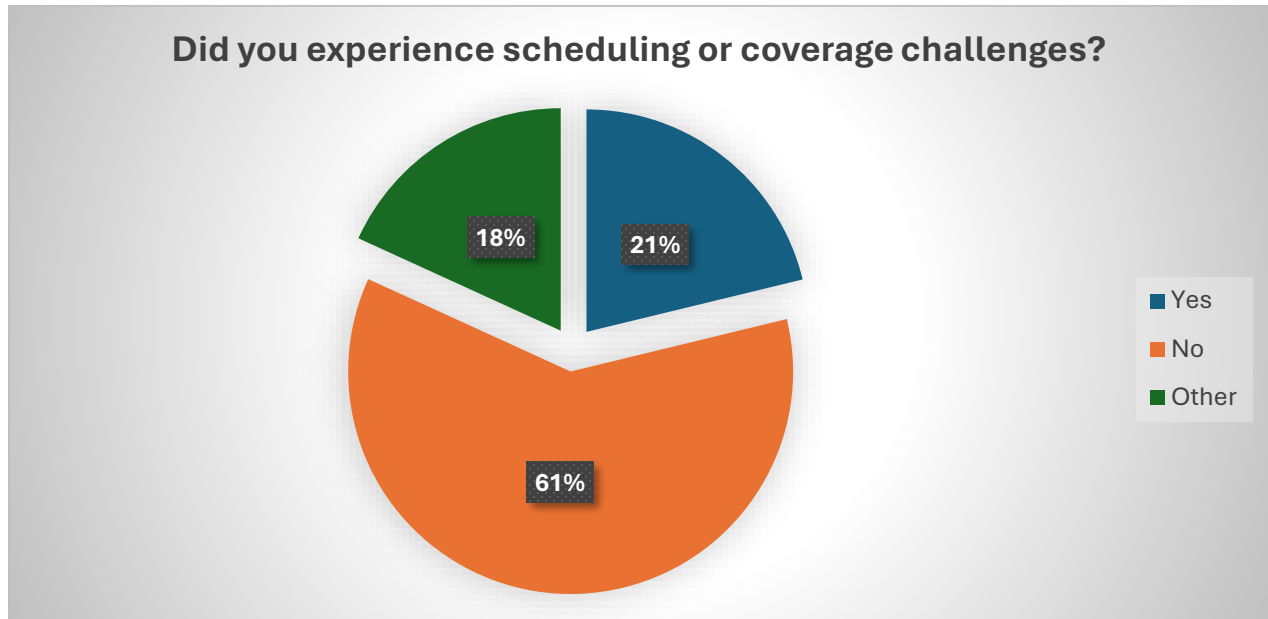
Team morale improved during the pilot.

Supervisor feedback indicates that the 4x10 schedule had a positive impact on team morale, with 72% of respondents reporting improvement and very few noting any decline.



Did you experience scheduling or coverage challenges?

The majority of supervisors did not experience scheduling or coverage challenges under the 4x10 schedule. Where challenges did occur, they were generally tied to coordination with contractors, other departments, or occasional Friday coverage needs. Overall, these issues were limited and less significant than initially anticipated.



Supervisors who selected “Other” provided additional context:

- **Contractor alignment:** “Only with outside contractors, everybody was working different schedules, so it was hard to always know who was available.”
- **Interdepartmental coordination:** “Challenge contacting other departments at times.”
- **Friday coverage:** “Occasional construction-related questions/issues popped up on Fridays when we were not staffed. There were fewer of these situations than I initially anticipated.”

Open-Ended Responses

The City needs to start allowing Managers/Supervisors the ability to provide flexible work schedules to their employees while still maintaining coverage for work activities and customer service.

While personally I enjoyed the 4x10 schedule for my position in specific it doesn't make much sense. I also feel like there should have been a schedule adjust for departments to be open 5 days a week instead of just shutting down. Due to limited personnel, I understand why that can't happen with every department though.

I had been approached by maybe a dozen citizens that knew I worked for the City and they did not like that services were not available on Fridays. I think it was a disservice to our customer base.

I was very tired by end of day Thursday, but it was well worth it knowing I did not have to get up early on Friday and would have a 3-day weekend. I was also able to schedule personal and medical appointments on Friday which helped in not having to use sick leave or vacation.

Thank you!

I would like the City to strongly consider making this schedule change permanent.

It would be nice if the city would consider 4 10s earlier and later or offer it to us who don't have children. Seems things are always catered for those with children. I would like to see it start in May and end in Sept. for us outdoorsy folks.

I loved this schedule, I look forward to doing it again, it really improved my Summer.

The 4x10 schedule personally worked for me, not necessarily a possibility with our department as we are open 7 days of the week. As my summer required a lot of Friday's needing to be taken off, it allowed me to do so without having to take any vacation time. My work schedule too, with overseeing sports, all programs operate on a Monday through Thursday schedule which made sense in my workload to trial the 4x10 schedule.

Many of our staff members really enjoyed the schedule. I REALLY appreciate the opportunity and the creativity (and thoughtfulness) on the part of Bill Belknap. What I enjoyed about the trial the most was having the three days off, which really felt like a mini-vacation, and I felt refreshed when I returned. However, during the month of August, the biggest negative for me was that I was so behind when I returned that I could not get a full handle on the workload by the end of the next week. My emails took a noticeable amount of time to follow up on each Monday (50 or so). The first part of the trial was slightly easier (neither returning students nor end-of-fiscal-year items to manage). From the August 1st on, it got more difficult to keep up (but not impossible). Those I was in contact with (vendors, other law agencies, etc.) seemed very understanding of the fact that I was not available on Fridays but it did slow things down a bit. Having said all of this, I would be agreeable to giving it another try next summer if other staff members and Administration agree.

I personally did not work 4 10's, some of my staff did it for a few weeks, but our facility is open 7 days a week and with management of the HLAC, I was unable to shift our schedules.

I personally would like to continue with the 4x10 option year around. I realize this will not work for all employees, but within each department if the option was available for discussion. Thank you!

The longer days did lead to being pretty tired by the end of the week, but I was able to be more productive during those longer 4 workdays. Having that 3rd day during the weekend was awesome! It gave me more time with my kiddo while she was out of school for the summer and allowed me to get weekday appts done on Friday's.

I appreciate the value of flexible scheduling; however, the implementation was somewhat rushed and lacked sufficient communication. As a public agency, maintaining flexibility in work hours is

essential for remaining competitive in the job market.

For my team, the opportunity to take advantage of this schedule change was limited due to ongoing construction projects. I believe the City should continue to promote flexible scheduling, but it should not be limited to a fixed 4x10s schedule. Instead, there should be a range of options—such as three to ten different scheduling arrangements—allowing employees to select the option that best suits their individual needs. Flexibility should also be maintained to accommodate coverage requirements when necessary.

The primary challenge we faced was making time for effective communication throughout the process.

I think this schedule should be offered to the engineering division from March thru October in a similar fashion that other public works departments use it.

Thank you for being willing to give this pilot a try.

While I am sure you will hear that people liked it and benefited and want to see it continue, long term the utility will suffer from lack of personnel around to interact with the public, lack of staffing level to perform critical work increase afterhours callouts due to infrastructure that was designed to run 24/7/365 the machine need people behind the scene performing the daily work to keep the utility running and cared for.

This has allowed me to reduce the amount of childcare I pay for as well as give me more time with my family.

four ten hour shifts does not seem appropriate for staff that works in conjunction with contractors that do not follow this schedule. Having other departments unavailable during Fridays when contractors require interdepartmental assistance was nothing less than challenging. Covering for others who had worked four tens took away from my own workload and did not deliver the same level of customer service a dedicated inspector is otherwise capable of providing.

As our department is very much customer service orientated, it did not seem to make sense that our office was closed on a day that customers still required assistance. This did not seem to benefit the public to whom we serve.

The schedule worked well for the department.

Since IS supports departments that can't participate in the 4x10, it made sense to have a mix of 4x10 and 5x8. It enabled us to support users for the entire workday.

The schedule made it difficult to have any meaningful personal life during the 4x10. Friday's I spend napping to catch up on the sleep I missed during the week and doing the normal chores we have to do to be functioning adults (grocery shop, pay bills). It was nice to feel fully rested by Saturday and have both Saturday and Sunday as "free" days, since I did all my errands and chores on Friday.

A 30 minute lunch break was very challenging but having a whole extra day to run errands and take care of things that are otherwise left to the weekend, was helpful.

I believe the 4x10 flexibility could have merit beyond just the summer. Not with closing buildings, but allowing individual workgroups to work with the same flexibility throughout the year, as long as core services are provided during regular business hours.

Having a day off during the week allows for greater opportunities to enjoy time with family as well as get things done that I would normally have to do on my weekends or during the work week such as doctor appointments, running errands, getting projects done, etc. I have found I am just as productive if not more so working 4x10s than 5x8s. Throughout my career Have worked 8, 10 and 12 hour schedules and my absolute preference is 4x10s. I understand that not all departments feel

the same and it could create issues but for the Police Department, we have many members who have always worked this schedule and there have been no lapses in service to our community or coverage issues so I would like the flexibility to move employees to 4x10s permanently depending on job duties and if it works for them personally.

I was unable to participate for the whole summer so I do not feel I can give a full representation but the three day weekends were really great. I think one setback is that when all leadership is out the same day, it made me wonder what would happen in an emergency and the availability to quickly handle it. There were also staff in my building who weren't participating so it wasn't clear to employees who was and wasn't available so managers should communicate better of what their schedule will be, especially for those departments directly supporting employees.

Hi Kelsey :) I didn't actually do the 4/10 schedule because it didn't work for my family but it was nice to have the option. The reason I think its a 10/10 is that my supervisor being out of office every monday really helped me catch up on lower priority tasks like filing that are often shoved off of said list when he is in the office due to more urgent needs.

I think the 4 10's worked but it needs to be on a rotating schedule so we have coverage city wide 5 days a week.

While our Division did not participate in the 4x10 work schedule due to our seasonal work schedule, it did allow me to think outside the box on how to restructure our seasonal schedule to allow for some flexibility. I do think the 4x10 schedule probably works for a select number of employees who do not have to consider childcare (the earliest I can drop off is 7:30 am, and the latest pick up is 5:30 pm) or timing dinner with post-work extracurriculars.

Moving the lunch break to either 12-12:30 would be more beneficial in breaking up the longer work day.

Morale boost and more time to complete bigger projects

It was difficult being closed while the banks were still open and processing items. We have very little time to respond if there is an ACH to approve and if the approval was needed on a Friday there was no one in the office to approve it. Mondays meant that we had to "catch up" for the Friday not worked in all areas of the department.

Our schedules are flexible due to the nature of the positions and department. Many hours after hours and weekends to flexibility on a regular basis is a must and is provided for the well-being of the short staff we have.

Having Fridays off during the summer was wonderful in a lot of ways—I truly valued the extra time. However, if we genuinely want to improve work-life balance for City employees, management should consider adopting a true 9 a.m.–5 p.m. (or 8 a.m.–4 p.m.) schedule that includes a paid 30-minute lunch break. Why the current 8 a.m.–5 p.m. schedule with a one-hour lunch falls short in my opinion:

- An hour-long lunch turns a nominal 8-hour shift into a 9-hour workday. While the break provides personal time, it doesn't translate into meaningful personal or family time because most errands, school schedules, and other activities occur outside that window.
- Limited "real" personal time. Many of us end up using the lunch hour for errands rather than for genuine rest. A shorter, paid break would free up more usable hours after work for family, hobbies, or self-care.
- Not every employee prefers a full hour for lunch, yet the current structure forces everyone to take it to stay aligned with colleagues' schedules. A flexible 30-minute paid break would accommodate

varied preferences while preserving team cohesion.

I propose we consider switching to a compact 8-hour workday (e.g., 9 a.m.–5 p.m. or 8 a.m.–4 p.m.) with a paid 30-minute lunch year-round. This reduces total work time, creates more practical personal time, and respects individual lunch-break preferences—all steps toward a healthier work-life balance, in my opinion.

I enjoy working 4-10's during the summer because it is perfect for planning trips and having more free time to enjoy the nice weather, kids home from school, etc. On the flip side I enjoy working 5 - 8's during the school year and getting done with work earlier so the afternoon can be enjoyed, and other outside commitments can be tended to. For buildings where customers often come for questions or payments, etc. I can see it being beneficial to have an offset 4-10 schedule so there is always someone present from a department to be available, i.e.. some work Monday to Thursday and some work Tuesday to Friday.

The change to 4x10 was one of the most eye-opening experiences of my career. I thought that the longer days would be a serious cost, but I found I did not notice the extra hours, and even felt I had more time to finish projects same day instead of leaving them overnight. I was able to interact with the public at more convenient times for them, allowing them to come in after or before their work instead of taking time off. I found my energy levels and motivation greatly improved, as I was able to do personal tasks during regular banking hours as well. I have difficulty overstating how dramatic an improvement 4x10 was over 5x8. I welcome any return to 4x10, and strongly advocate for a permanent change if possible. Thank you for this pilot program.

I tracked phone calls and visitors during that time and really didn't have anyone utilize the extended hours. I also viewed Friday phone calls and no one left messages during that time period. I personally did not hear any complaints from the public. My understanding was the hours were flexible so if 7-530 didn't work for someone, they worked with their supervisor for a schedule that benefitted both the employee and city. If we continue summers with a 7-530 schedule, I highly suggest that flexibility remain in place.

I think that it is important for employee retention and work-life balance to offer creative ways to compete with the private sector in other ways than salary, since the public sector is always below the private in that aspect. Offering the ability to work 4-10's is one way to do that. Personally, I would like to see 4-10's expanded to the entire summer next year and potentially discuss being able to have the option of doing it year round if it makes sense in your position. Engineering and Community Events largely aren't able to do 4-10's in the summer, but have expressed interest in being able to go to that schedule in the winter since that is their slow time. Thanks for your consideration and trying to find creative ways to increase employee morale and retention.

It was nice having a long weekend. I think for me personally, I am not very productive in the morning hours so I think if I were to do it all over again, I would maybe want to shift my hours to work a bit later rather than coming in 2 hours earlier.

I appreciate the opportunity for the 4x10's program!

As field workers, one of the biggest challenges are scheduled breaks. We have already consolidated our two fifteen-minute breaks into one thirty-minute break to reduce the number of trips back to the office/shop for break time. However, with a five-day work week, we can lose an average of 45 minutes to an hour of lost productivity due to shutting down equipment/ cleaning up a job site for break, travel back to the shop, travel back to the project or job site and setting equipment back up and doing all that twice a day. With the longer workday, we have less interruptions and can stay working longer being more productive. It's quite often that we don't take our scheduled breaks because they are so inconvenient. We find ourselves either skipping our break or adjusting the time

we take our break due to the type of work that we do. This makes it challenging to manage as a supervisor and often hurts moral because staff feel they are sacrificing their breaks for efficiency. With the longer workday, we're able to properly adjust the breaks and lunch time to better suit the longer setup times for the jobs that we do.

Please make the 4x10 schedule a regular thing. We can manage by having personnel pick which day during the week they would prefer taking off.

I believe the trial run was successful, and I don't recall receiving any negative feedback from staff in other departments about the schedule change.

Given that our office follows the Public Works schedule, switching to a 5:30 close time was a difficult shift in the day to day. I wonder if other offices that normally close at 5:00 experienced the same schedule shock. But having Fridays off was amazing for work life balance. Having a weekday to take care of chores and then still having a whole weekend left was awesome.

I liked having Friday's off and having a three-day weekend. However, I missed having my extra time in the evening. I normally get off at 3:30 pm and have time in the evening to do things around the house. Working the 4 10's, I felt like I was going home, eating supper, and then going to bed. I found myself tired by the end of the week and not wanting to do anything on my Friday's off. There were benefits and downfalls of the schedule and I'm still undecided if I would want to follow that schedule again in the future.

A 4x10 schedule is not a one size fits all solution for individual employees or even for departments. I did not work for me personally or for my department with our specific work load and I know that is similar throuout other departments as well.