

Minutes
EMPLOYEE ADVISORY COMMITTEE
November 11th, 2014
Mayor's Conference Room
9:00 a.m.

The meeting was called to order by Jeremy Russell at 9:00 a.m.

1. *ROLL CALL*

MEMBERS PRESENT:

Sir Allen (Chew) –Wastewater Collection
Judy Franco-GIS
Britt Hubbard – SSC
Jorg Stefan Kidd- Building Maintenance
Albert Ozuna- Streets
Eugene Ross – Landfill
Jeremy Russell- Stormwater Management
Linda Wellhouse - Auditing

MEMBERS ABSENT:

Jackie Somerlott- PW Admin*

*Excused

**Unexcused

OTHERS PRESENT:

Candy Brown- Safety Officer
Sherry Anderson-Assistant HR Director
Sue Smith-Human Resources

2. MINUTES

A.

Approval of minutes of October 20th, 2014

Motion to approve minutes by Albert Ozuna with a second by Linda Wellhouse.

Ayes: Allen, Franco, Kidd, Ozuna, Ross, Russell and Wellhouse

Abstain: Hubbard Nays: None Motion carried.

3. OLD BUSINESS

A.

Choose new Chair and Vice Chair:

Russell said asked who was interested in being Vice Chair. Wellhouse said she and Jackie Somerlott were interested. Russell asked when Somerlott's term was over. Smith said 10/8/15. Russell said since she has a year left then Somerlott could be Vice Chair and that would give Wellhouse time to think about the position. Wellhouse said that was fine.

Motion was made to elect Jackie Somerlott as Vice Chair of the EAC by Russell with a second by Ozuna.

Ayes: Allen, Franco, Hubbard, Kidd, Ozuna, Ross, Russell and Wellhouse

Nays: None Motion carried.

Russell said now to elect a Chair. Allen, Franco, Kidd, Ozuna, and Ross said they would not want the position. Russell said he will be stepping down after this meeting but would stay until they chose someone to take his place. Ozuna suggested having two Vice Chairs. Anderson said you would have to change the by-laws. Hubbard said that there has to be a Chair and Vice Chair but they can split the duties. Russell said until you have a Chair then the Vice Chair is in charge. Hubbard said then Wellhouse could be the Chair since she was interested in being a Vice Chair. He suggested that Wellhouse talk to Somerlott about it and to put choosing a Chair till the next meeting. Russell said the Chair would be in charge of the meetings and talk to the Council or choose someone to do that. Russell said they can vote electronically on this before the next meeting.

Motion was made to table choosing a Chair of the EAC by Russell with a second by Ozuna.

Ayes: Allen, Franco, Hubbard, Kidd, Ozuna, Ross, Russell and Wellhouse

Nays: None Motion carried.

B.

Pay Scale Update:

Anderson handed out the positions summary information. She said these are the positions that have been selected to use in the salary survey. She said they sent an e-mail to Michael Bates and she hasn't heard anything from him at this time. Ross asked if these positions were going to get the job classifications. Anderson said this survey doesn't have anything to do with job classifications. She said , as Jim explained last time that a salary survey is looking at the salary of these positions from other cities our size and make the adjustments to be compatible with those results. Anderson said they tried to select these positions from different pay grades. Russell asked if they looked at the positions to see how much of a turnover they had. Anderson said yes and for example, the equipment operator and jailer positions are very hard to fill and to keep someone in those positions. Ozuna said they have cement finisher positions and they don't have anyone applying for them. Hubbard said he would like the positions of senior equipment operator, principal equipment operator and field supervisors looked at for construction. He said construction being in those positions and that is all that they do versus maintenance. He said it is hard to compare someone who operates a piece of equipment on and off as opposed to

someone who operates it all day. Hubbard said it is a whole different kind of job from a repair than a maintenance job. Russell said that would be a reclassification. Hubbard said no that he wanted to know if the other cities look at those positions in different ways and separate those positions out. Russell asked what cities they will use. Anderson said they suggested the same cities that Norman uses. She said they will also use some cities out of state. Anderson said she will e-mail the list of the cities to be used when she finds out. Russell said then the board can make suggestions or ask questions at that time. Anderson said until Bates gets started on the survey she feels they can make suggestions for changes.

C.

Morale Fund:

Russell said he brought this up and wanted to use this money for a Christmas party but it's too late for that now. He said the employee's who e-mailed him said it was too skewed and couldn't decide what to do. Hubbard asked how much was in the fund. Russell said \$4000. Hubbard explained to the new members that this was to be used to bring the employees together. Ross asked to use it for a drawing. Russell said it can't be used for that due to legal issues. He said the board can look into it. Look at what it will take to get donations and the whole process. Ross said he would like to get this approved at one time to have it every year from now on. Hubbard said he feels the board shouldn't limit it to a Christmas event but to use the funds for an event anytime during the year. Franco suggested going back and have an employee picnic again. Russell said that Ross and Franco can get the information on using the morale funds for raffle items. He said they can give an update at the next meeting.

4. NEW BUSINESS

A.

General Employee Use of Accrued Leave to Supplement TTD:

Candy Brown asked if anyone had any questions on the form she passed out. Brown said after the employee is out on OJI for 90 days then it rolls over to TTD which is only 70 percent of their income and they are still expected to make the insurance payment and that can be tough. She said that she read in the worker's comp policy that it does not allow an employee to supplement any accrued time that they have. Brown suggested the City consider the general employee to use just enough of their accrued time to go towards their premium and that would ensure the employee would have coverage. Hubbard asked if the employee could use the time to cover just TTD or to cover their full time hours. Brown said no that she wasn't suggesting that they be covered for the 30 percent that they were short. She said this would be just enough to cover their insurance premium, whether it be for the family or self. Hubbard asked if they could have it cover the hours shorted. Brown said for the general employees the City policy is not to do this. Anderson said there would have to be an amendment to change the policy and make a recommendation to the City Manager. She said this policy is still under the Legal area and was never moved to HR. Anderson said she spoke to Tim Wilson and Jim Russell and Jim said if the EAC wants to make the recommendation for this that he was okay with it because this would help the Health Fund by getting all the premiums in. Hubbard asked if this was an Admin Policy.

Anderson said yes. He asked if there would be any downfall to suggest the general employee using this to supplement the 30 percent. Brown said she hadn't considered it. Anderson asked what the Police and Fire's contract says. Brown said it says they can supplement up to the 30 percent. She said since she deals with the insurance and worker's comp that she sees how the employees get behind with the insurance payments and it is difficult to get caught up. Wellhouse asked if they automatically take the premiums out of the checks the employee gets from worker's comp. Brown said no and that it is a paper check the employee gets. Ozuna said that makes the check even smaller when you have to pay for the insurance and it is 30 percent less than what you normally make. Hubbard asked what everyone's opinion was on this. He said he feels this should be the same as Police and Fire. Everyone agreed. He asked if there would be a problem with this. Brown said she didn't know how Finance would be with this. She said it is the employee's approved time. Allen said it forces the employee to go back to work early and not fully recovered because they are paid only 70 percent. Ozuna said he liked Brown's suggestion to use only enough to cover their premiums because he knows employees who would use all their time and run out. Brown asked if they would like to make the policy optional and not mandatory. Everyone said yes. Russell said so you suggest giving them a choice or using the 30 percent or just enough to cover their premiums. Brown said yes. Ozuna said he agreed with the optional choice. Anderson said or not using their leave at all. Russell said they have to come up with a document to give to the City Manager before the end of January. He said the EAC doesn't have to make a decision on this now. Hubbard said to put this on the next month's agenda. Anderson said she would look at Police and Fire's contract wording and bring some ideas to the next meeting. Hubbard said she could e-mail the board and they could look at the wording and decide what to write before the next meeting. Russell asked everyone if they agree to bring this document to the City Manager in January. Everyone agreed.

B.

Immediate Family Definition:

Brown passed out information from Georgia Peters in Payroll about this. Russell said the board would look at the information and decide about the wording. Anderson said the general employee's policy has the best wording. Russell said this is between Police, Fire and General Employees. He said they need to look at this and what covers the best amount of people. Anderson said the Police include spouse's grandmother and grandfather and the General employees just say grandparents of the employee only. She said the General employees added son-in-law, daughter-in-law and grandchildren and that has been the most recent update. Police doesn't include grandchildren and Fire includes grandchildren but not son-in-law or daughter-in-law. Anderson asked if they want to add spouse's grandparents to the General Employee's definition. Russell said that Georgia said that is what needs to be added. Russell said this will be another item to go on the list to be recommended in January. Hubbard asked if this was an admin policy. Anderson said this was Chapter 17 and has to go to Council. Russell said they need to get all their recommendations for changes in one letter and submit it to Council between October and January. Russell said to wait to vote on this change until the board has the whole document ready and then vote on all the changes recommended.

C.

Personal Leave Bank Donations:

Anderson said policy states you can donate leave time to a specific person but that person has to be approved and the time goes into the general fund but it gets transferred to that person. Anderson said the policy states the employee has to be employed for at least a year. She said Georgia suggested this be changed for employees who have been employed for less than a year. Hubbard said that he has been told there is a lot of hours in the leave bank and the approved employees are few. Wellhouse asked how they approve employees. Anderson said the employee sends the request and is signed off by their supervisor, who brings it to H.R. and then goes to the city manager's office and he makes the final decision. Russell asked if someone can appeal this if they are denied. Anderson said no. Hubbard said if anyone in the division or department can send the City Manager or H.R. information of what the situation is then they do this. He said he doesn't see any reason to change this. Anderson said they don't turn very many people down. Ozuna said if someone is a habitual user of time then they shouldn't be able to use the leave bank. Russell asked if everyone wanted to take this back to their employees or vote to not put this on the table. Everyone said they would like to add an appeal process for this to the list of changes.

D.

Go Over Chapter 17 with New Members:

Russell asked if the new members have any questions about this. He asked if the EAC be involved in any changes made to Admin Policy 2 & 3 prior to the changes. Russell said what he read is the EAC is involved in changes to Chapter 17 only. Hubbard said the EAC needs to look at the budget and request changes such as they may want to add in to next year's budget to add in the safety incentives and make changes to the City Bucks. Russell said he would like to request a 30 day notification before changes are made to Admin Policy 2 & 3. Hubbard said so the EAC can put out the word to City employees to show up to the Council meetings. Hubbard asked Russell if he could write something up for the next meeting. Russell said yes.

F.

Consider Employee Spotlight Nominations:

No nominees this month. Russell said he would like to stop seeing multiple nominees. He said they need to look at the criteria for the nominations and have one nominee. Wellhouse suggested carrying over a nominee if there isn't one for a month. Hubbard said the reason they put in to allow multiple people to get the award is for a whole crew to get it. Russell said he wants to make sure the nominees know this is a recommendation from their peers.

G.

Elect Member for the Lawton-Ft. Sill 4th of July Celebration:

No one volunteered to be on the committee.

H.

Brown Bag Lunch Planning:

Wellhouse said the City Manager would like the EAC to take over the planning for the Brown Bag Lunch. She said Bryan Long said the Brown Bag Lunch was for the EAC

to have a question and answer time and for Management to be there to answer questions also.

Russell said that the Brown Bag Lunch was for Management to have a question and answer time. Hubbard said the EAC was sponsoring it but they were not the ones to do any talking but for management. Wellhouse said the City Manager would still be there. Franco said maybe the EAC can plan it and get the questions from the employees to have ready for management. Russell said he thought the Street division did very good asking the hard questions at the last one. Hubbard said the City Manager was going to have his department directors do the scheduling and rotating around and they would have it at different locations so everyone could go. Wellhouse said so the EAC does not want the responsibility of the Brown Bag Lunch and want it to go back to the City Manager. Everyone agreed. Russell said if management doesn't want to do the Brown Bag Lunch anymore then maybe the EAC can start one using the Morale Fund.

5. *COMMUNICATION/DISCUSSION*

Russell asked everyone to go through the year's minutes and see if there is anything that wasn't done and needs to be put in the document for Council in January. He said that if everyone has a list by next meeting then it will make it easier to put everything together for the document. He also asked for everyone to read Chapter 17 to see what they can be asking for. Hubbard asked if January 31 is for Policy. Russell said yes and recommendations.

Wellhouse suggested awarding people for perfect attendance for sick leave to boost morale.

6. *ADJOURNMENT*

A.

Motion to adjourn by Albert Ozuna with a second by Judy Franco

Ayes: All Nays: None Motion Carried

Meeting Adjourned at 10:45 pm