

Employee Advisory Committee (EAC)
Special Meeting Minutes
December 1, 2015
Mayor's Conference Room @ 9:00 a.m.

DRAFT

The meeting was called to order by Franco @ 9:02 a.m.

I. ROLL CALL

MEMBERS PRESENT:

Judy Franco – GIS
Denise Ezell – City Clerk
Ashley Glaze-Lyle – License & Permits
Jorge Stephan Kidd – Building Maintenance
Sir Allen (Chew) – Wastewater Collection
Scott Golden – MPWTP
David Rolando – Solid Waste Collection
Elton Rogers – I.T.

OTHERS PRESENT:

Cindy Price – I.T. Supervisor
Bart Hadley – Assistant City Manager
Chase Massie – HR Director
Courteney Cacho – City Manager's Office

*Excused
**Unexcused

MEMBERS ABSENT:

* Albert Ozuna – Streets

2. OLD BUSINESS

Discuss Possible Changes to Chapter 17

A. **Vacation:**

Franco said for a new employee to be able to use vacation it says they have to had worked for (1) one full calendar year but we want them to get it at (6) six months. Ezell said Ihler agreed to change it to (6) six months; after (6) six months they can start using your vacation. Hadley said he had heard that complaint before; not being able to take their vacation for a full year. Ezell said it makes it tough if you have children. Ezell asked starting at number (6) six, (7) seven, and (8) eight is what we are changing to accrue with the police department. Franco answered exactly. Ezell asked about the fire department. Hadley answered theirs is a different rate because of their shift schedule. Franco said she was told because they retire at either (20) twenty or (25) twenty-five years. Franco asked Hadley if they are there for (30) thirty years. Hadley answered yes; a lot of them have worked over (30) thirty years. Franco said we rated this according to staff not the shift of the fire department. Hadley said they work (60) sixty hours a week on average; their accrual would be (112) one hundred twelve hours in their first year to get the (2) two weeks off as far as the break down went. The fire department has a union if they want to get theirs changed. If a general employee is scheduled to work (30) thirty hours a week, they still only get (20) twenty hours of vacation. Ezell said we should go for it and see what Council says.

B. **Membership:**

Franco said we have been having some issues with membership; first one is HR's version which was never sent to Council for approval. She also met with Golden, Glaze-Lyle, and Rogers to come up with a new way. Franco said they broke them down by charts; instead of classifying by groups. Which we could do however many reps then go by location. Ezell and Rolando said they like the EAC's idea. Ezell said you maybe representing a professional along with a laborer. Franco said it's in one location. Golden said it's more getting it just to one division; people are more opted to talk to people they are familiar with. This is just a rough draft; some reps may have a little more than others but we can move them around. Ezell asked Massie if we've got everybody on the sheet because Gibson in the City Clerk's office noticed that Auditing wasn't on here. Hadley answered they are located in the City Manager's office. Franco said Audit deals with budget, so she's not counted for. Golden said all of these are employees who don't have anything to do with the budget. Massie asked would you consider maybe (2) two reps for a larger number of employees. Franco answered yes we would. Golden said when we came down to doing elections; we had some people whose jobs said technical but they are put into another group like Labor/Trades. This way it will cut the confusion out. Allen asked if we had all of the EAC positions filled. Franco answered no, we still have one missing. Allen asked which one it was. Ezell answered Labor/Trade. Franco said Labor/Trade number (1) one, it would be EAC number (3) three on this one because we don't have anybody for dispatch. Allen said that's been hard to fill for a long time. Franco said as far as having (2) two reps, it would be EAC number (2) two and EAC number (3) three. Allen said like before when we had a special, we need to talk to everybody; (2) two different reps would get together to answer questions and concerns.

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C. Terms of Office:

Ezell said she wouldn't put a (2000) two thousand; she would just say the month and day. Franco asked about even years. Ezell said yes, don't put a year because you'll have to go in and change the code every time. If you're a number (1) one, she would put an odd year and if you're a number (2) two, then an even year. Massie asked is that something that has to be in there; could you just leave the sentence 'The terms of Committee member shall be (2) two years'. Ezell answered she would put in there the year and the term its ending on. Franco said this is the starting point and then we'll have to submit it to Massie. All the other ones that were discussed last time Ihler said it will going to Council. She will go back and make these changes and will talk with Wilson in legal to change it to (6) six months for new employees.

D. Presenting Temporary Total Disability (TTD) and Bereavement Ordinance to Council:

Massie passed out the revised Ordinances for Bereavement and Temporary Total Disability (TTD). Massie said these are the changes that the EAC recommended last Spring that never got implemented; these will be going to Council on the 15th. The Ordinance for bereavement leave, 'grandparent-in-laws' was added to the definition to immediate family. The Ordinance for Temporary Total Disability (TTD), this one was also recommended by the EAC last Spring and a decision wasn't made. He went to Ihler and they both agreed that this made sense to allow employees once they are on (TTD) to supplement the remaining (28%) twenty-eight percent or (30%) thirty percent pay, depending on what it is with taxes, with your paid leaves. So you will be able to get (100%) one hundred percent pay and you would just use your sick leave or vacation because (TTD) is only going to pay (70%) seventy percent. Massie passed out the revised Travel Policy. Massie said we made a couple changes to get in line with federal standards; there's a federal standard called the GSA that dictates the per diem rates as far as mileage, hotels, and food when you travel. The changes are:

{The City will pay over the normal cost allowed in the event that a conference has established a special group rate for a block of hotels. Exceptions to the normal cost for lodging can only be made by the City Manager}

Massie said the per diem for most cities is (\$89) eighty-nine dollars for a hotel which is the State Federal rate; if you are going to a high cost city, you can go on the GSA website to get the pricing for hotels. What this policy says is that this is what the City is going to reimburse unless you have a conference or seminar that has a group or conference rate. The City will reimburse whatever that rate is. There has been some confusion in the past in regards to a Continental breakfast, whether or not it counts as a meal; GSA guidelines say that a Continental breakfast does not count as a meal so you would still get per diem for that breakfast meal. The back page was Employee Travel Allowances; this is another one that we had some confusion on as far as what's allowed and what isn't. This shows the mileage and per diem rate getting in line with standards. Once the subsistence rates for high cost areas are put online you'd be able to click on the link and enter your destination to get the cost in that particular city. The last items on the page are non-reimbursable; mostly optional things the City isn't going to reimburse. The big one he's seen is Travel Insurance; some employees have gotten it and felt the City should reimburse it but that's an optional choice. Any kind of upgrades on seats, spouses or dependents traveling, movie rentals, and alcohol are some of things that the City will not reimburse. Ezell asked if the back page was revised or brand new. Massie answered brand new. Ezell asked Massie what he needed from the EAC Committee. Massie answered if you all are fine with those recommendations then just a vote to approve them. Ezell asked if these were all Chapter (17) seventeen. Massie answered yes.

Motion to approve both Ordinances to go to Council by Ezell with a second by Franco Ayes: Allen, Ezell, Franco, Glaze-Lyle, Golden, Kidd, Rogers, Rolando Nays: None **Motion carried.**

3. COMMUNICATION/DISCUSSION

* Massie said the City Manager and HR's office are working on a potentially new pay chart that will hopefully go into effect in January. We currently have (4) four to (5) five different pay charts; with this we can combine all of them into (1) one pay chart. There will be (1) one pay chart for all general employees, this excludes executive staff; it's just a general employee (GE) pay chart. There would be some employees who would change in steps and grades; no one takes a decrease in salary but some do get positively affected by getting a little step or a bump in salary. Most employees that don't might go back a step but will still get the same salary. One of the pay charts has (2) two additional steps in it, so there'll be a difference in the length of steps. He'll be able to show it to the EAC Committee hopefully at the next meeting. We don't have a union so it doesn't make any sense to have different pay scales for general employees. Ezell said this was something that was supposed to have been done prior when the union went away; this will make it easier to get everybody one the same thing. Massie said the other thing this pay chart does is it effects (53) fifty-three people with titles; we have (49) forty-nine that are in some kind of a clerical title, which have (8) eight different titles. For those (49) forty-nine people it places them in Administrative (1) one, (2) two or (3) three. The remaining (13) thirteen people are Laborers; we have construction or utility laborers, this puts everybody as just a Laborer (1) one except for the ones in Parks and Recreations; those (3) three laborers would become Grounds Keepers. As far as the titles, it just simplifies things and helps with recruiting.

* Price asked had there been a discussion for procedures on the All EAC Members Email Distribution list so the emails are not sent out to all employees. Franco answered no, she asked Williams in I.T. if we could limit it like an All Employees Email list; she doesn't know if that's possible since it's a sub. Price said it's possible but it hasn't worked for the All Employee Email list because there are more grounds for people to still use it, so we still had problems. Russell, the Assistant City Manager, had said he had talked to Franco about some options. Franco said yes, when she sends anything out she's going to send it to each individual email address. Rolando asked if there was anyway that he could get email.

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Hadley said all EAC Representatives should have a City email. Price answered the only reason why everyone doesn't have one is because not everyone has daily access to a computer and there is an expense to it that's why it's so limited. Another suggestion on that email list since they may or may not know who their EAC Representative is and they may want it sent to all of the members; have them send it to the EAC Committee list so that all of the representatives would receive the same information.

* Golden asked did Franco ever get with Peters in Payroll. Franco answered yes and she invited Peters to the next EAC meeting to explain how it works when taking vacation when it lands on a holiday. Golden said in the Treatment Plant we had an issue where if you're a non-shift employee and want to take off for a holiday, they only count (8) eight hours; you would then have to put in (2) two hours of your own time to take off for the holiday when you're a regular (10) ten hour employee. This was changed a couple of years ago, if you're a shift employee scheduled to work on that day but you want that day off even if you have another employee working, you are required to use (8) eight or (10) ten hours of your own time to take off when you receive (8) eight hours of holiday pay on top of that. Ezell asked don't you have to work the day before or the day after in order to take a vacation day. Massie answered they changed it to where you could be on vacation or sick leave before or after. Hadley said you can't resign on a holiday and try to get it if you're not going to be employed anymore.

* Franco asked Massie, as far as working out of class, do they have to work it for (3) three days before they can get paid for working out of class. Allen answered suppose to which is what they were told. Hadley said he was told a week when they did away with working out of class. Golden said they were told there was no more working out of class. Ezell said some of us do not have working out of class anymore; there are only a few areas that do have it. Franco asked so it was changed. Hadley answered he didn't know if it was changed but as a director at the time, he was told that there was no more working out of class however if someone is gone for a full week and it's a certain position where you move up into that role then you get it for that week. Massie said the way this reads it's just for (1) one day. Hadley said that was what it use to be. Franco asked did they change it in the policy or was it just a direction that they were considering at that time. Price answered it hasn't changed in the policy; it was an item that was not budgeted but up to the director to approve. If you're working out of class on the weekend in addition to the week, it does not qualify and that's never changed. Massie said we will look and get verification on it.

4. ADJOURNMENT

Motion to adjourn by Ezell with a second by Kidd. Motion Carried

Meeting Adjourned at 9:51 a.m.