



## City of Biggs

### **Agenda Item Staff Report for the Regular City Council Meeting: October 18, 2010 6:00PM**

DATE: October 12, 2010  
TO: Honorable Mayor and Members of the City Council  
FROM: Pete Carr, City Administrator  
SUBJECT: Update to Personnel Policies (Discussion/Action)

City Administrator seeks Council approval of numerous changes to the City Personnel Manual.

#### **Background**

The City of Biggs Personnel Manual was adopted by Council Resolution 2006-06, and covers many pertinent areas of employment expectations and benefits. This manual superseded the 2002 manual.

Resolution 2006-27 subsequently amended the manual by providing for a temporary deferral of pay for certain municipal employees. This provision continued for twelve months, concluding in 2007.

No other changes have been made to the manual since 2007. Some Council actions and administrative practices have developed which should be incorporated into the manual.

Based on a review of the manual and experience with the city, City Administrator proposes a number of changes at this time, shown on Attachment A.

Most changes are clean-up – correcting typos, eliminating unnecessary or outdated information, etc. Changes have been reviewed by city attorney and discussed with salaried staff and, where appropriate, with bargaining unit.

Several changes referenced in Attachment A are of substance, as follows:

1. Implements the salary plan framework per new schedule and progression system.
2. Adds position and job descriptions to complement the new system.

3. Changes part-time employees' benefits to accrue *prorated* for sick leave, holidays, vacation.
4. Administrator *may allow* downward bumping in a layoff, instead of it being an employee right.
5. Clothing expectation eliminates shorts under any circumstance; adds more definition to uniform headwear standard.
6. Limits management leave so applicable employees (city administrator and public works superintendent only, at this point) are limited to a use-it-or-lose-it cap similar to that of sick leave and vacation benefits.
7. Implements other parts of the labor MOU like grievances steps, callback, etc.

Attachment:

1. Personnel Manual Update with Exhibits 1 and 2
2. Concept for wage and Salary Schedule – summary outline

**Recommendation**

Approve the changes as proposed, or direct staff otherwise.

**Fiscal Impact**

No direct or immediate budget changes are associated with these personnel manual changes.

**ATTACHMENT A to Staff Report: Personnel Manual Update**  
October 18, 2010

The following changes are proposed for the City of Biggs Personnel Manual.

Classification Plan

1. Accounting Analyst is added (Job Description in draft process).
2. City Clerk is added as a stand-alone responsibility (Job Description approved April 2010).
3. Public Works superintendent position is added (Job Description in draft process).
4. Public Works crew positions are modified in conformance with newly approved MOU (Subject to current negotiations with bargaining unit).
5. Staffing Requirements Schedule is added (Exhibit 1).
6. Salary Schedule -- Principles & Scale is added (Exhibit 2 for salaried; is subject to negotiation with bargaining unit for represented employees).

Employee Benefits

1. Section 1. Bereavement Leave Policy is updated to include "aunt, uncle" as agreed by Council and incorporated into MOU in 2007.
2. Leaves – delete specific leave categories and provisions, noting that City leave policies are consistent with current Federal and State law. Retain Section 2 definition of benefit year, and Section 4 requirement to use accrued benefits when taking unpaid leave.
3. Health Insurance – delete "EPO" as an available insurance plan. Add "Coverage provider, plan and contribution amounts may be amended by City Council from time to time." Also add "It is the intention of the City that all employees will have at least basic health insurance available at an affordable cost."
4. Holidays – Add as second sentence: "Part-time employees will accrue vacation according to the average number of hours per day they are scheduled to work in a typical week." Delete "will" from "shall will be" in second paragraph.
5. Pension – Add "Employees will pay their own contribution as specified by the PERS plan formula."
6. Sick Leave: Add as third sentence: "Part-time employees will accrue sick leave according to the average number of hours per day they are scheduled to work in a typical week."

7. Vacation: Add to Section 1: "Part-time employees will accrue vacation on a pro-rated basis according to the average number of hours per day they are scheduled to work in a typical week compared to an 8-hour day."

#### Personnel Rules

1. Disciplinary Actions Section 3 Disciplinary Action Notifications – Add as first sentence "The City reserves the right to immediately remove employees from the workplace who present a safety risk to themselves or others, or who present a significant morale issue among coworkers; such removal may be effectively a suspension from work." Modify the second sentence to read "Generally employees shall not be subject to disciplinary action unless..."
2. Grievance Procedure Section 4 Formal Grievance – C. Modify to read "The hearing will be closed to the public."
3. Recruitment Policies and Procedures Section 2 Policy – modify the first sentence as follows "... will generally be processed..."
4. Section 3 Procedure – Modify first sentence of B. Advertising Sources to read "Print and digital publications may be utilized for recruiting." Delete the matrix table depicting advertising sources.
5. Modify C. Employment Opportunities Announcement to read "Prepare an announcement for each recruitment, editing the announcement for the cost and audience of the publication. Consider referring readers to the city website for more information and retrieval of forms. Delete D, E and F.
6. G. Evaluation – Modify procedural step 5 to read "... for the position, call in person or mail notification letters..."
7. H. Determining the Examination Process – delete the last sentence.
8. I. Oral Interview – delete entirety after the chart. Delete J and its exhibits.
9. K. Background Investigations – Replace with "Conduct criminal and credit records checks on selected applicants through the City's law enforcement department."
10. Layoff Policy & Procedure – Section 3 Vacancy and demotion – replace "shall" with "may." Delete sections 4, 5, 6.
11. Correct typos: Section 7 title to read "Statute"; Section 8B replace the second "that" with "than."
12. Section 9 Re-employment, Paragraph A -- replace "shall" with "may."

13. Method of Filling Vacancies, Section 5. Temporary Employee Status – modify first sentence to read “A temporary employee shall not accrue the same benefits as a probationary employee.” Delete last sentence.
14. Performance Evaluation Section 4. Procedure – Modify matrix to list City Administrator as rater of Department Heads with City Council Personnel Commissioner as reviewer.
15. Personnel Records Section 3. Release of Records – add 11. Value of City-paid employee benefits.
16. Pre-employment Examinations Section 1 Policy – insert as follows: “all candidate for employment shall undergo the following examinations, if the position requires unusual physical capacity or on-the-job driving of City vehicles, prior to ...”
17. Separation from Service Section 1 applicability – delete reference to a specific MOU by year.

#### Personnel Policies

1. Attendance Section 1 Applicability -- delete reference to a specific MOU by year. Delete Section 7.
2. Employee Clothing Requirements Section 2. Policies A. General Provisions item #5 – add “... or distracting from the identification of the employee as a City employee.
3. Employee Clothing Requirements Section 2. Policies B. Clothing – Delete references to “shorts”, modify length requirement to read “Skirts or dresses must extend to at least the top of knees.” Delete 2. Field Inspection Employees in its entirety. 3. Maintenance Workers -- Delete the last two sentences (shorts, head wear). Replace with “Maintenance employees who choose to wear head wear will wear City-provided uniform head wear, if such is provided by City.” D. Protective Clothing -- delete reference to a specific MOU by year.
4. Industrial Injury Section 7. Workers comp – Carrier is York.
5. Section 9. Medical Treatment – Add “... or Enloe Occupational Medicine, Chico.”
6. Management Leave – Add: “Management leave may only be accrued up to a maximum of 256 paid hours. Management leave time will not be accrued

over that amount and amounts over that amount will therefore be lost." (This is patterned after the city's vacation limit.)

7. Standby and callback – modify per outcome of current negotiations.

Exhibit 1

**STAFFING REQUIREMENTS SCHEDULE**  
City of Biggs  
Fiscal Year 2010-2011

DRAFT

Staffing requirements are determined and reconsidered from time to time by the city administrator in consultation with the city council. City administrator is expected to keep required positions filled, and to not add new positions or refill vacant positions without approval of the council.

As of October 2010 the city staffing is as follows:

City Administrator	1
Public Works Superintendent	1
Public Works Supervisor	0
Planning Assistant/ Code Enforcement	.5 to 1
Finance Director	0
Accounting Analyst	2
Accounting Technician	0
Accounting Clerk	0
Administrative Assistant	0
Chief Plant Operator Level 3 License	0
Treatment Plant Operator Level 2 License	1
Treatment Plant Operator Level 1 License	0 or 1
City Crew III Water System Operator	1
City Crew II Equipment Operator	1 or 2
City Crew I General Maintenance	0 or 1

Public Works crew consists of one management superintendent and four employees, at least one of whom is a licensed Level II WWTP plant operator; prefer to have two licensed WWTP operators. One employee will have water treatment Level I and water distribution Level II licenses. Two employees will be equipment operators and/or general maintenance.

**CITY OF BIGGS DRAFT Salary Schedule**

**Effective Oct 1, 2010**

	Entry		Top	
	Month Hour	Annual	Month Hour	Annual
City Administrator	6,365 36.72	76,380	7,956 45.90	95,475
Public Works Superintendent	4,148 23.93	49,776	5,185 29.91	62,220
Public Works Supervisor	3,771 21.76	45,252	4,714 27.19	56,565
Planning Assistant/ Code Enforcement	2,592 14.95	31,104	3,240 18.69	38,880
Finance Director	3,428 19.78	41,136	4,285 24.72	51,420
Accounting Analyst	2,862 16.51	34,340	3,577 20.64	42,925
Accounting Technician	2,602 15.01	31,218	3,252 18.76	39,023
Accounting Clerk	2,365 13.64	28,380	2,956 17.06	35,475
Administrative Assistant	2,150 12.40	25,800	2,688 15.50	32,250

Note:

No stated steps, 25% entry to top, performance based @ 1-5%/yr

Eval 1 or 2 = 1%; 3=3%; 4=4%; 5=5%

Generally 10% graduation between positions in a career path (except Fin Dir)

New entry position for Admin Assistant

monthly salary is the driver  
hourly is monthly divided by 173.334  
annual is monthly x 12

City Clerk is \$150/mo stipend

## Concept for Wage and Salary Schedule – Biggs October 2010

Objectives: Cost control, stability and flexibility for City;  
Incentives, rewards and development for employees.

### Changes from Current System for ADMIN & MANAGEMENT:

1. Eliminates 5-steps @ 5% ea for first five years, replaces this with flexible merit increases based on demonstrated performance.
2. Sets intro rate and max rate for salaried positions.  
Annual increases based on merit (annual performance evaluation rating earned):

Perf eval rating 1 or 2	=	1% increase
Perf eval rating 3	=	3% increase
Perf eval rating 4	=	4% increase
Perf eval rating 5	=	5% increase

  - o *Raises are driven by demonstrated performance with annual review.*
  - o *Employee can earn top value in 5-12 years, depending on performance.*
3. Top value is a cap for the value of that position.
  - o *Incentive is to perform well enough to earn higher raises, and qualify to promote up.*
  - o *Increased longevity is already rewarded by increased vacation and pension benefits.*
4. New positions are established to provide opportunity for skill-based promotion.

COLA: Annual cost-of-living adjustment based on CPI is eliminated for salaried employees. City will consider annually its resources, the market for each position, and the cost of living in deciding whether to apply adjustments to individual salaried and/or to the salary schedule.

\* Potential application of these principles and this system to bargaining unit employees is a matter of ongoing negotiation.

Implementation: Oct 1 for Admin & Management.