



## City of Biggs

### Agenda Item Staff Report City Council Meeting: January 26, 2016

TO: Honorable Mayor and Members of the City Council  
FROM: City Administrator  
Subject: Consider extending the Safety Recognition Program

#### **Background:**

The attached agenda report for October 13, 2015 explains the background of the program, and the content of the 4<sup>th</sup> Quarter 2015 Safety Recognition Program approved by Council. Recommend extending 4<sup>th</sup> Quarter 2015 Safety Recognition Program through December 31<sup>st</sup> 2016.

#### **Recommendation:**

Extend the 4<sup>th</sup> Quarter 2015 Safety Recognition Program through December 31<sup>st</sup> 2016



## City of Biggs

### Agenda Item Staff Report for the Regular City Council Meeting: October 13, 2015

TO: Honorable Mayor and Members of the City Council  
FROM: Mark Sorensen, City Administrator  
Subject: Consideration of an update to the Safety Recognition Program

#### Background:

Since the 2010 Laborers MOU, the MOU has contained the following item:

#### ARTICLE XIV – SAFETY

##### Section 1. Safe Working Environment

The Union and City will comply with all applicable state and federal laws regarding safety. City will discuss with employees and implement a safety recognition program to be in place by January 1, 2011. The program will be designed to recognize team-based safety performance with the objective of avoidance of lost-time injuries. City will budget for this expense annually.

Subsequent to the approval of the 2010 MOU, a safety recognition program was formulated and approved in December 2010.

Previously Council authorized the City Administrator to formulate a new Safety recognition program with the following changes:

- 1) Program ending with the 4<sup>th</sup> Quarter of 2015 (12-31-2015)
- 2) Replace the \$40 gift card with \$40 bonus as taxable income and paid via the payroll process.
- 3) Articulate a stated public purpose and corresponding value to the public within the definition of the program.
- 4) Additional requirement that all OSHA and Cal-OSHA reporting and logs must be complete and up to date to qualify for the bonus.
- 5) Additional requirement that all Public Works tail-gate safety meeting records must be complete and up to date to qualify for the bonus.

#### **DRAFT Quarterly Safety Recognition Program**

1. Purpose. The objective of this Program is to recognize and reward employees who perform their jobs without a reportable injury or illness. This purpose serves the common, public good of the City and its citizens by emphasizing, enhancing and acknowledging employee safety, wellness, attendance, and morale.
2. Effective dates October 1, 2015 through December 31, 2015.
3. Eligibility:

- a. If any employee experiences a lost-time accident then no employee earns recognition.
  - b. All OSHA and Cal-OSHA reporting and logs must be complete and up to date for the quarter.
  - c. All Public Works tail-gate safety meeting records must be complete and up to date for the quarter.
4. Eligible Employees: All employees (except the City Administrator) who were employed with the city from the beginning through the end of the calendar quarter (Quarters: Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec) being recognized.
  5. If all eligibility requirements are met then all eligible employees shall receive a \$40 Safety Recognition bonus as taxable income and paid via the payroll process.

Recommendation:

Repeal the 2010 program, and approve implementation of the proposed quarterly safety recognition program.

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Mark Sorensen, City Administrator