

RESOLUTION 2023-02

RESOLUTION NO. 2023-02

A RESOLUTION TO APPROVE THE REVISED EMPLOYEE HANDBOOK AND SAFETY HANDBOOK FOR THE CITY OF WEST PLAINS.

WHEREAS, this policy revises the employee handbook and safety handbook for City of West Plains.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST PLAINS, as follows:

Section 1: The Employee Handbook and Safety Handbook are approved as revised.

Section 2: This Resolution shall be in full force and effect from and after the date of its passage and approval.

PASSED AND APPROVED THIS 17th DAY OF JANUARY 2023.

CITY OF WEST PLAINS, MISSOURI

BY: Mike Topliff
MAYOR MIKE TOPLIFF

ATTEST:

Allison Skinner
CITY CLERK ALLISON SKINNER



January 6, 2023

To: Sam Anselm, City Administrator

Allison Skinner, City Clerk

From: Beccie Williams, HR Director

Re: Resolution for employee handbook and safety manual

Executive Summary

A resolution authorizing the approval of an updated employee handbook and safety manual.

Discussion

A few highlights about significant changes in the employee handbook:

Employee Hiring and Recruitment

- All selected candidates will be given a conditional offer of employment letter. All conditional offers are contingent upon successful completion of all pre-employment or post-offer testing. Candidates who do not successfully pass any portion of the testing process will have their contingent offer rescinded.

Compensation Management

- New compensation program includes a salary structure of established pay grades for all positions. Each pay grade has three levels: Entry, Market and Master. Each level has three steps equating to a total of nine steps of advancement for each pay grade.

Payroll Administration

- Attendance and Punctuality - Excessive or frequent absenteeism and/or tardiness is not permitted. Five absences in a 90-day period, or a consistent pattern of absence will be considered excessive.
- Compensatory Time – All compensatory hours not used will be paid out as overtime pay on the last payroll of the calendar year if the budget allows. All compensatory time must be used before the employee uses any accrued PTO unless this will result in accrued PTO time being forfeited.

Benefits

- Boot Allowance – a work boot reimbursement is offered to non-public safety personnel for the purchase of work boots.
- Education Reimbursement Program – availability of tuition assistance is subject to city council approved funding levels (based on budget limitations, funds availability and the number of applications received for educational assistance).

Leave Policies

- PTO – Employees with less than ten years of service will accrue eight hours per pay period. Employees with 10-20 years of service will accrue ten hours per pay period, and employees with over 20 years of service will accrue twelve hours per pay period. Maximum accrual is 320 hours. All employees, regardless of separation of employment will be paid out 100% of their PTO leave up to 160 hours.
- Bereavement Leave – Employees may be granted up to five working days off or up to 48 hours for fire personnel in the event of the death of an immediate family member.

Employee Travel

- Job-related travel – Employees will receive per diem in accordance with the current U.S. General Services Administration (GSA) Meals and Incidental Expense (M&IE).

Vehicle Use

- Take home vehicles – With the exception of public safety and the city administrator, no employee shall be required to have a take home vehicle as a condition of employment.

Substance Abuse and Drug Free Workplace

- Medical Marijuana and/or Marijuana Use – Strict zero tolerance. Any employee who has a confirmed positive drug test shall be recommended for termination of employment.

Employee Conduct

- In establishing rules of conduct, the city has no intention of restricting the personal rights of any individual. Rather, we defined what conduct is expected and necessary to maintain employment with the city.
- Employee Dress and Personal Appearance – Business casual.
- Smoking and Tobacco Use – Smoking (including smokeless tobacco, tobacco pouches and chewing tobacco) is strictly prohibited at all times inside any city building, city-owned or leased vehicle or equipment or while on a jobsite. Beginning January 2024, the city will become a smoke and tobacco free campus.

Disciplinary Action, Appeal and Grievance Procedures

- Disciplinary Action - The different levels of discipline does not equate to a “progressive discipline” before termination may occur. The city retains the right to treat each situation on an individual basis without creating a precedent for other similar actions; nothing should be construed as a promise of specific treatment in each situation. Only disciplinary actions involving loss of pay or termination may be appealed to the city administrator. The decision of the city administrator shall be final, and no further right of appeal shall be provided to employees.
- Grievance Procedures – If an employee has a concern and/or grievance, the employee may do the following:
 - Verbally report grievance to immediate supervisor.
 - Submit a written grievance report to immediate supervisor.
 - Appeal the immediate supervisor’s decision to the department director and HR director.
 - Appeal the department director and HR director’s decision to the city administrator. The decision of the city administrator is final, and no further right of appeal shall be provided to employees.

Fiscal Impact

There is no anticipated fiscal impact with the approval of these handbooks.