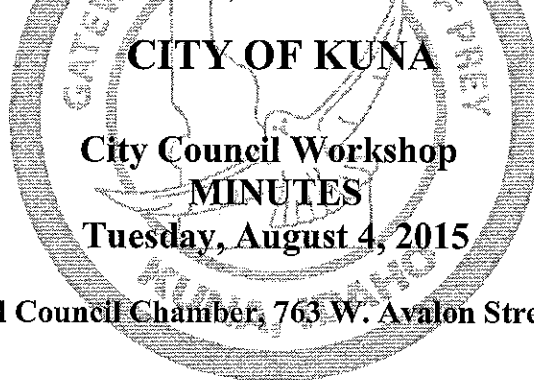


CITY OFFICIALS  
W. Greg Nelson, Mayor  
Richard Cardoza, Council President  
Briana Buban-Vonder Haar, Council Member  
Pat Jones, Council Member  
Joe Stear, Council Member



**CITY OF KUNA**  
**City Council Workshop**  
**MINUTES**  
**Tuesday, August 4, 2015**

**Kuna City Hall Council Chamber, 763 W. Avalon Street, Kuna, Idaho**

**6:00 P.M. CITY COUNCIL WORKSHOP – Personnel Manual (continued from July 21, 2015)**

**Council Member Stear moved to begin the Personnel Manual Workshop. Seconded by Council Member Jones, all voting aye. Motion carried 4-0.**

Richard Roats City Attorney opened the review of the manual with comp time accrual.

Council Member Stear asked if any input was received from the directors and supervisors.

Mr. Roats said the directors will be responsible and will work with the supervisors.

Council Member Jones asked Mr. Roats to look into the current comp. time accruals before implementing any caps.

Council Member Jones asked about overtime pay and if holidays accrue toward overtime.

City Treasurer John Marsh said under the current policy they do if staff is on call but not for regular staff.

Council Member explained his concern that the accrual of time could amount to three and half times on a holiday.

Mr. Roats said he would work with Mr. Marsh on establishing the policy.

Council President Cardoza asked what had become of the employee manual that was supposed to have been produced several years ago.

Mr. Roats responded the manual was adopted by Resolution in 2006 and is the base of the current manual being worked on today.

Council Member Stear asked if there are any foreseeable problems in specific departments such as P & Z where using comp time could stop a process.

Mr. Roats responded allowing flexibility for comp time usage would solve any problems.

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Mr. Roats moved to the topic of vacation.

Council Member Jones said he has concerns with the how fast a new employee accrues vacation time compared to an existing employee. He would like to see it spread out more and wondered what other Council members thought.

Mr. Roats said it reflects what other jurisdictions do.

Mayor Nelson said it reflects what the state does and was adopted when PERSI was brought on.

Mr. Roats explained the hope is to keep the benefits similar to other jurisdictions. New employees could be greatly impacted in the event of an unexpected emergency with no leave available to them.

Council Member Jones responded he would not expect anyone to be denied leave but is questioning whether they would receive a paid leave.

City Clerk, Chris Engels commented; as a hiring supervisor, she understands Council Member Jones perception for entry level positions. However, a lot of our positions are not entry level. We are recruiting from other agencies and hire employees that have 10 or 15 years of experience and equitable vacation time. Those employees would have one week vacation time after one year and maybe there has to be consideration for that.

Council Member Jones said he can understand that perspective as well.

Ms. Engels clarified that recruited, experienced employees accrue 2 weeks of vacation time in their first year.

Mayor Nelson asked Mr. Marsh if there has been any problems.

Mr. Marsh said there hadn't been any problems but the issue has been comp time accrual pushes up the balances on vacation time. The caps will help with the situation.

Mr. Roats suggested allowing one year for directors and supervisors to bring comp time and vacation time balances to workable levels then revisit the subject next year and decide if the plan is working.

Council Member Jones asked what the rehire policy is. Do rehired employees retain their vacation levels?

Mr. Roats said he isn't aware of that situation occurring.

Mr. Marsh said there were layoffs and there was an employee that returned in a different role but otherwise, there hasn't been.

Council Member Jones would like to see something in place if an employee resigns.

Mr. Roats will work on a policy.

Council Member Buban-Vonder Haar said that perhaps earned vacation time should reflect what the state does and likes the idea of having an extra step at 15 years.

Council Member Stear also liked the idea of adding an extra step.

Council Member Jones is concerned about sick pay. Sick pay is for people to stay home, not infect others and to give the employee time to recuperate. He recalls the average employee takes 6 days per year and also recalls the original request for an unused sick leave rate of 1 hour for every 3 hours of accumulated sick leave toward their retirement. At that time he offered at rate of 1 hour to 1 hour toward retirement if the number of sick leave days per year were to be reduced.

He is open to looking at short term disability versus so much sick time. Council Member Jones is concerned about sick time being used to take family members to the doctor. The extra time toward retirement is a benefit yet sick days have not been reduced. If the average is 6 sick days per year, why are we giving employees 12?

Mayor Nelson thinks care needs to be taken when talking about taking benefits away that are standard with State agencies.

Council Member Stear said if the city is staying with a standard of what the State is doing, he would hate to see removing a benefit that allows an employee to take their child or family member to the doctor. We need to be supportive of our employees and their family priority.

Council Member Buban-Vonder Haar checked on the state policy. The accrual is .04615 per hour worked; equivalent to 3.7 hours per 80 hour pay period, approximately 96 hours per year which is 12 days.

Council Member Jones said he has concerns about employees taking 8 hours of sick leave for a 2 hour appointment or assuming that because they have 12 days of sick leave they can take all 12 days per year.

Council Member Buban-Vonder Haar responded that there could be sick leave certification put in place if there was a pattern of leave abuse.

Mr. Roats clarified that currently employees can use sick leave to take family members to the Dr. Is that staying in the manual?

Council Member Jones responded the supervisors, directors and HR can monitor sick leave as it is written.

Council Member Buban-Vonder Haar asked if vacation time accrual should mimic the State's hourly accrual rate as well.

Mr. Roats said he would need to review the numbers but perhaps a cap should be considered on unused sick leave accrual.

Council President Cardoza asked if there has been a comparison between the public and private sector benefits.

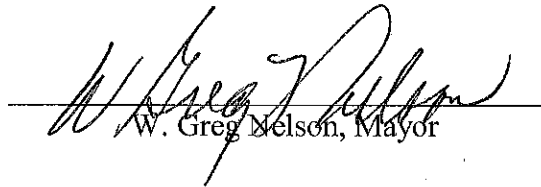
Mr. Marsh said some of that information is available for insurance benefits but for leave time, he hasn't identified a source for the data.

Mr. Roats asked if there was a need for another session or just send out the changes.

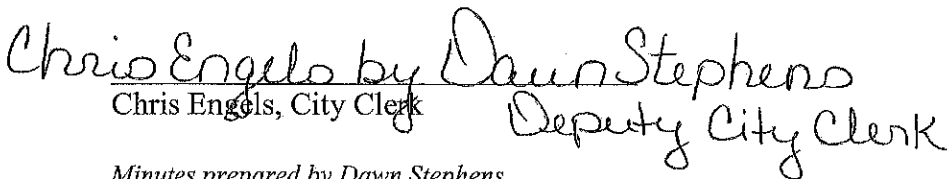
Council agreed to have the changes sent out.

**Adjournment:** The meeting was adjourned at 7:01 p.m.

**Council Member Stear moved to adjourn the Personnel Manual Workshop. Seconded by Council President Cardoza, all voting aye. Motion carried 4-0.**

  
W. Greg Nelson, Mayor

ATTEST:

  
Chris Engels, City Clerk      Deputy City Clerk

*Minutes prepared by Dawn Stephens  
Date Approved: CCM 08.18.2015*

