

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

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

**City Council Workshop
MINUTES**

Tuesday, December 1, 2015

6:00 P.M. Personnel Manual Workshop: Continued from November 17, 2015

1. Call to Order and Roll Call:

COUNCIL MEMBERS PRESENT: Mayor W. Greg Nelson
Council President Richard Cardoza
Council Member Briana Buban-Vonder Haar
Council Member Pat Jones
Council Member Joe Stear

CITY STAFF PRESENT: John Marsh, City Treasurer
Richard Roats, City Attorney
Chris Engels, City Clerk
Bob Bachman, Facilities Director
Bobby Withrow, Parks Director
Mike Borzick, GIS Manager
Wendy Howell, P & Z Director

Chapter 12:

City Attorney Richard Roats spoke to Council regarding if Directors should be exempt employees or not. Exempt employees would not clock in and out. Directors would go back to regular full time employees if clocking in and out is required.

He also discussed Council Direction to follow the state policy for vacation leave. Mr. Roats asked Council for direction on the directors leave policy.

Council Member Buban-Vonder Haar asked for clarification.

Mr. Roats explained the exempt employee vacation leave accrual of 15.4 hours per month. If following the state guidelines, that amount would reflect Executive classification. A more appropriate classification would be Professional Administrative Computer which would put the leave accrual back on the graduated level.

Council Member Buban-Vonder Haar had concerns that the increase would be 5 weeks a year and wasn't sure Directors could all be gone for that amount of time. In the federal government,

all employees accrue at the same rate and wasn't sure why there would be a difference. She would like to have discussion on the matter.

Mayor Nelson said the Directors are being cut out of their comp. time so the 7.7 hours seems generous but it might balance it out.

Council Member Jones thinks it would be a good morale issue to have everyone at the same accrual rate. He doesn't have a problem with the middle tier of the state scale for everyone.

Mr. Roats explained the current breakdown is 0-5, 5-10, 10-15, and 15+.

Council Member Jones has an issue with new people receiving 2 weeks after only a year. He would rather see everyone at the same and thinks the levels should be determined.

Mr. Roats asked Council for their direction.

Council President Cardoza is concerned that employees with long term seniority in another job may need to be compensated with vacation leave to bring good, quality people to the city.

Mr. Roats said he could write up something for Council to review that could transfer credited service regarding vacation time.

Council discussed the various options of vacation accrual methods. It was determined to use the following breakdown:

4 hours per pay period 0-6 end of year service (104 hours)
6 hours per pay period plus 10 at the end of the year (160 hours) 6-15 (last day of 14th year)
8 hours per pay period (208 hours) 15+ (first day of 15th year)

If there are current employees at the end of 5 years of service at this time, a grandfather clause will be written in the policy to prevent a negative impact on them.

Council Member Jones asked if a work week would be allowed to exceed 40 hours if an 8 hour vacation day was taken.

City Treasurer, John Marsh responded if a vacation day would cause an overage, the employee would only be charged for a partial vacation day up to the 40 hour mark.

Council Member Jones asked if an employee is sick, do they have the option of using a vacation day instead of a sick day.

Mr. Roats said that could be an option if Council directs.

Mr. Roats asked Council for direction on the vacation accrual caps. Cashing out overages to bring everyone down to 125% is \$107,000, to bring them to 150% is \$90,500, to bring them to 175% is \$75,500.

He proposed a 2020 date to use down the time or that Council budget in the next fiscal to pay everyone out, and then implement the policy of use it or lose it to prevent this situation again.

Council Member Buban-Vonder Haar asked if the cash out option could be spread over a 5 year period, allowing the employee access to the vacation leave during that time.

Mr. Roats said he could work with John Marsh on the numbers to determine if that would be an option.

Mr. Roats asked for Council direction; do we want to implement the policy of use it or lose it for the future.

Council Member Buban-Vonder Haar stated the first decision would be how the leave cap will be implemented.

Council discussed different options for reducing leave time above the cap.

Council Member Buban-Vonder Haar said she didn't believe a use it or lose it policy would apply because an employee would stop accruing leave when they hit the cap.

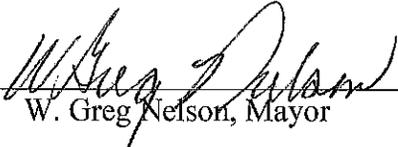
Mayor Nelson said he has some concerns about the employees currently above the cap and the length of time we make the wait for their cash out.

Mr. Roats responded he would meet with John Marsh and work on the numbers for the different options.

Council agreed to continue later in the agenda. 6:59 p.m.

Adjournment:

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



*Minutes prepared by Dawn Stephens
Date Approved: CCM 12.15.2015*