

1 Providence City Council Workshop
2 Providence City Office Building
3 15 South Main, Providence UT
4 March 28, 2012 11:00 a.m.

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6 Attendance:

7 Mayor: Ron Liechty

8 Council Members: Dale Astle, Bill Bagley, Don Calderwood, Ralph Call, John Russell

9 City Recorder: Skarlet Bankhead

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11 Mayor Liechty explained that Council Members Astle and Call have reviewed the City's personnel policy
12 and are recommending significant changes.

13 Dale Astle stated they went through the policy page by page and felt there were many things that do not
14 apply to Providence City. Those items were removed. The new items are highlighted in yellow.

15 • Includes "at-will" statement.

16 • Change the definition of "regular full-time employee" working minimum of 32 hours per week
17 for 12 months, instead of 25 hours per week.

18 ○ Concern about medical leave affecting the full-time status was discussed.

19 • Time card should be reviewed by the supervisors daily. Astle and Call did not feel an exempt
20 employee should keep a time card.

21 • Changed the definition of "part-time employee."

22 • There are changes in the drug-testing procedures. This includes contractors and their
23 employees.

24 ○ Disciplinary rules changed significantly. It has been simplified and improved. The
25 suspension time to wait for a reasonable suspicion drug test has been reduced to 3
26 working days.

27 ○ The drug related grievance procedure has been consolidated with regular disciplinary
28 grievance procedure.

29 ○ Includes random drug testing for all employees, not just safety sensitive positions.

30 • Didn't change the sexual harassment portion, but will probably need to be updated after legal
31 review.

32 • Hiring policy, after approval by the mayor, the department head will post the position and select
33 new hire.

34 • Anti-nepotism will follow Utah State Code.

35 • Three month evaluation during the probationary period:

36 • Annual reviews were discussed, but were not included in the policy.

37 ○ Goal setting could be discussed and reviewed; but not an evaluation.

38 • Requiring pay by direct deposit. Changing to one pay date per month.

39 ○ Monthly payroll is more cost efficient.

40 ○ Overtime will be paid the middle of the next pay period.

41 ○ Time cards approved daily.

42 ■ There were some questions about looking at the time cards daily.

43 ○ Workweek begins 12:00 am Monday and end 11:59 pm Sunday; five days, Monday –
44 Friday (40 hrs.). Normal workday 8:00 am to 5:00 pm.

45 ■ Starting on a Friday allows hours for weekend emergencies to be mitigated
16 during the week.

47 ○ Overtime hours must be authorized prior to working it.

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- Annual leave 1 – 10 years 120 hours, more than 10 years 160 hour.
 - Accrued monthly.
 - Must be used in 4 hour increments.
 - Any unused time will be forfeited at the end of the year.
 - Annual leave is defined as time away from work. Can be used as employee sees fit.
 - Comp time is no longer an option.
 - Short term disability was discussed. Short term and long term disability were recommended.
 - Jury Duty was discussed. The city will do what the law requires.
 - Employee is responsible for insurance payments if using unpaid leave.
 - The leave is accrued over the year to be used during the next year.
 - There was some concern that there was no vacation or leave time available during the first year of work. Some felt some leave should be available after working 3 months or 6 months.
 - Giving the entire leave on the anniversary date was discussed.
 - The leave time accrued in the current year is to be used during the following year, not used as it is accrued.
- Insurance benefits were discussed. The possibility of a fixed amount was discussed.
- Holidays were discussed. A floating holiday was suggested. Four days were removed; three were added; leaving 10 holidays.
- Promoting people from within was encouraged.
- Disciplinary action was consolidated.
 - The appeal hearing was changed from a board to the mayor.
 - Written warnings may be something that could be appealed; or a way to have the warning removed if the problems are corrected.
- The travel policy was discussed. Reimbursement rather than per diem was suggested.
- Retirement - the City may require retirement at age 72.

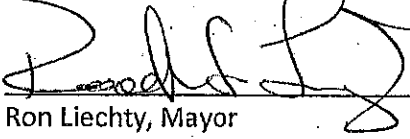
Budget Items were discussed.

- Mayor Liechty suggested the City create two offices in the basement of the library.
- D Astle suggested continuing improvements to the landscaping near the public works facility.
- Improving 300 South and 100 South were discussed.
- Paying the water bond off.

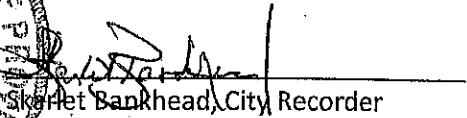
Council Meeting Items were discussed.

- R Call didn't want to suppress anyone, but felt many questions could be asked outside the meeting; leaving the time in meetings to make the decision.
- D Astle wanted to make sure the government was transparent and there was enough discussion for the public to know decisions were being made in the meeting – not in outside discussion.
- Council asked for earlier council packets that would include a consolidated staff report from Randy Eck and Skarlet.

Minutes taken and prepared by S Bankhead


Ron Liechty, Mayor




Skarlet Bankhead, City Recorder