

1 PROVIDENCE CITY COUNCIL MEETING

2 Providence City Council Room

3 15 South Main, Providence UT

4 June 1, 2012 10:00 am

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6 Call to Order: John Russell, Mayor Pro-tem

7 Attendance:

8 Mayor: Ron Liechty (excused for the first 20 minutes of the meeting)

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

10 (J Russell was excused at approximately 10:50 am)

11 (B Bagley was excused at approximately 11:15 am)

12 City Administrator: Skarlet Bankhead

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14 **The Providence City Council will consider approval of the minutes from the March 28, 2012**
15 **City Council Workshop.**

16 Motion to continue the minutes to the next meeting – J Russell, second – D Calderwood,

17 Vote:

18 Yea: D Astle, B Bagley, D Calderwood, R Call, J Russell

19 Nay: None

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21 **The Providence City Council will discuss proposed changes to the Providence City Personnel**
22 **Policy.**

23 R Call explained that he and D Astle met again, after the March 28 meeting, to review the
24 comments they received from the other council members.

25 D Astle reported the proposed policy before the council members at this meeting incorporates
26 those comments.

- 27 • The statement involving employee rights was discussed:
- 28 ○ D Astle explained we don't really give people rights that are indispensable;
 - 29 however, we do give them certain prerogatives so to speak. He didn't know if
 - 30 the reference to rights should be eliminated or if that would cause a problem
 - 31 later on.
- 32 • The sexual harassment policy was discussed.
- 33 ○ Listing a variety of behaviors was discussed. The council felt basics should be
 - 34 covered, but not "open a Pandora's Box."
 - 35 ▪ The following items were removed:
 - 36 • Unwelcome touching, hugging, or kissing
 - 37 • Unwelcome letters, phone calls, or gifts
 - 38 • Unwelcome repeated requests for dates
 - 39 • Unwelcome staring, hanging around, or following a person
 - 40 ○ The definitions will be checked by legal counsel.
- 41 • Changing holidays was discussed.
- 42 ○ Good Friday was discussed. J Russell expressed concern that the religious
 - 43 connotation of this holiday may offend someone. He felt it different from
 - 44 Christmas, because Christmas has become an accepted holiday. J Russell felt it
 - 45 safer to stay with State and federal holidays.
 - 46 ○ R Call explained the thought was to distribute the holidays a little more evenly
 - 47 throughout the year. He felt holiday could and should be redistributed annually.
 - 48 ○ Instead of Good Friday, the Council agreed to a holiday "Spring Break" that
 - 49 coincides with the Friday during the County School District spring break.

- 1 ○ The floating holiday was discussed. This is a day that would be agreed upon
- 2 annually by the City.
- 3 John Russell was excused.
- 4 ● Hiring and Recruitment was discussed.
 - 5 ○ Job posting requirements were discussed. Positions will be posted for
 - 6 employees for 10 days. First consideration will be given to City employees. Then
 - 7 it will be advertised to the general public.
 - 8 ○ Department Head will review applications for minimum requirements. City
 - 9 Administrator and Mayor (for full-time employees) will approve the selection.
 - 10 ○ D Astle explained the City Administrator is the hiring person for everything. The
 - 11 Mayor will be apprised of what the City Administrator is doing. However with
 - 12 full-time employees, the Mayor will also have to approve the selection.
- 13 ● Anti-nepotism was discussed.
 - 14 ○ D Astle reviewed the State Code.
 - 15 ▪ The Council felt it was important to follow the State Code.
 - 16 ▪ S Bankhead and Tara Bankhead were discussed. It was determined that
 - 17 Tara Bankhead was hired before S Bankhead was appointed as City
 - 18 Administrator. T Bankhead does not report to S Bankhead. T Bankhead
 - 19 reports to the Mayor for human resources and Randy Eck for Public
 - 20 Works. This meets the exception allowed in the State Code.
- 21 ● Employee compensation was discussed.
 - 22 ○ The City will change from 26 pay periods to 24, with pay dates being the 5th and
 - 23 20th working day of the month. It was felt this would give the employees a little
 - 24 more in each check.
 - 25 ○ It was suggested that overtime pay be paid separately from when it was earned.
 - 26 This would segregate and identify overtime pay from regular salary. It was
 - 27 explained that the overtime is designated on the regular check. Overtime will be
 - 28 authorized prior to working it. It was determined that overtime will continue to
 - 29 be paid with the regular check for the pay period in which it was earned.
 - 30 ○ Pay will be by direct deposits.
 - 31 ○ The Council wanted a grace period so the overtime did not apply for 5 minutes
 - 32 prior to and 5 minutes after the shift.
 - 33 ○ Time cards will be reviewed daily by the Department Head.
 - 34 ○ Funeral leave was discussed. There was discussion on immediate family and
 - 35 whether to have 2 or 3 days. The supervisor is given some flexibility to consider
 - 36 circumstances. It was decided employees could have up to 2 days for funeral
 - 37 leave.
 - 38 ○ Normal workweek. The workweek begins at 12:00 am on Monday to Sunday at
 - 39 11:59 p.m. It was felt the during the snow removal period, someone should be
 - 40 scheduled. Normal workweek being Monday through Friday. Workday hours
 - 41 may be varied as the workload requires.
 - 42 ○ Annual leave was discussed. It will now be termed annual leave and includes
 - 43 both vacation and sick leave. 120 hour for 1 – 10 years of service; 160 hours for
 - 44 10+ years of service. Annual leave begins accruing on the anniversary date and
 - 45 cannot be used during the probationary period (6 months). Only leave that has
 - 46 been earned can be used. Leave is to be taken in 4 hour increments. Any unused
 - 47 time at the end of the next anniversary year will be forfeited.
 - 48 ○ Jury leave was reviewed.
 - 49 ○ Family leave. The City current has a group insurance program. The City will

1 maintain pre-existing health coverage during the leave period provided that the
2 employee prepays 100% of the insurance premium. This will change when the
3 City no longer offers a group plan.

- 4 ○ Medical Insurance. Beginning July 1, 2013, employees will be required to obtain
5 their own health insurance plan. The City will make a fixed contribution towards
6 the cost through a third party.

- 7 • Disciplinary Action was discussed.

- 8 ○ The appeal procedure was discussed. Probationary, temporary, and part time
9 employees have no appeal rights. Department heads have appeal rights to the
10 City Council.
- 11 ○ Appeals will be decided by the mayor.

- 12 • Retirement Policy.

- 13 ○ The City may require retirement at 70 years of age. Pay outs at the time of
14 retirement was discussed.

- 15 • The pay out of existing accrued benefits was discussed. Short and long term disability
16 plans were discussed. Short term disability will be added as a benefit.
- 17 • Outside employment was also discussed. Full time employees must have written
18 permission to accept secondary employment in addition to their full time job with the
19 City. The mayor will be the approving authority for outside employment. If the outside
20 employment begins to conflict with the City job duties, the mayor may revoke his
21 permission.

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24 No formal decision was made at this time. A formal decision will be made at a later date.

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28 Ronald Liechty, Mayor

Scarlet Rankhead, City Recorder

