City of Council Bluffs-Policy Review Committee

Meeting Minutes

March 19, 2019

Present: Jon Finnegan, Tiffany Schmitt, MaKayla Floerchinger, Cody Smith, Jeff Wigington, Steve Jacobs, John Sauser

1. Agenda

i. Follow up from prior meeting

- Can a supervisor 'make' me work 2 ½ hours
- Iowa Code change for Public Safety Officer killed in the line of duty
- Review Policy 300

ii. Policy Review: 102, 202, 504, 505, 702, 705

iii. Next steps with these policies

iv. List of policies to review at next meeting

2. Discussion

i. Follow up from prior meeting

a. Jon followed up stating that he did not have a clear answer yet to "can a supervisor can 'make' me work 2 ½ hours," but will follow up prior to next meeting.

b. John Sauser brought up that there was a change in Iowa Code to add continuing coverage for spouse and children of Public Safety Officer who is killed in the line of duty. Jon has reached out to the City's Insurance Consultant to review the Code compared to our plan to make sure that the City is in compliance. Jon emailed the amendment to our plan that was effective June 1, 2017, in relation to this topic for the committee members to review. He will follow up at the next meeting with the answer from the Consultant.

c. Policy 300 – City will need to update policy with pay situations defined in Union contracts like Reporting Time, Stand-by pay, Call Back pay, etc.

ii. Policy Review

a. Policy 102 - Personnel Policy Applicability

i. Some language 'clean up'

ii. Updated current processes from stating we use paper forms to listing the electronic processes we use

b. Policy 202 - Hiring

    i. It was requested to keep the supervisor checklist, but put it in a different policy.

    ii. Jon will determine whether #6 3rd paragraph regarding I-9 qualifications is necessary in Policy or not.

c. Policy 504 - Holidays

    i. The committee discussed adding 3 new holidays- Good Friday, Martin Luther King, Jr. Day and New Year's Eve.

    ii. The committee discussed adding Waste Water Treatment Plant to 1B on the holiday policy.

    iii. Jeff Wigington asked if all seasonal employees could get holiday leave benefits. Jon will ask, but stated it is unlikely.

d. Policy 505 – Vacations

    i. Updated exempt and non-exempt to salaried and hourly to make it easier for employees to understand

    ii. Removed reference to the revised vacation limit that took place in 2014

    iii. Clarified minimum vacation time request for hourly employees is 15 minutes, and for salaried employees is 4 hours

e. Policy 702 – Attendance

    i. Committee reviewed this Policy and agreed it was more about being Sick and absent than it was about attendance. Recommended reviewing this Policy in coordination with Sick Leave Policy and making a determination of how to revise at that time.

f. Policy 705 – FMLA

    i. Updated language to match the exact language of federal law

    ii. Updated paper processes to include an option of email

    iii. Added a section to define how FMLA Leave interacts with Paid Leaves provided by the City

iii. Jon is going to recommend Animal Control officers use a cell phone instead of a beeper.

iv. Jon will take policies to Mayor Matt Walsh to review. Once reviewed by the Mayor, Jon will present the policies to City Council for approval.

3. Next Meeting

June 13, 2019

***These minutes were not prepared at the time of the meeting. They were prepared in November, 2019, and the Policy Review Committee reviewed them and confirmed they are representative of what occurred during the meeting.