

MEMBERS PRESENT: Bruce Smith, Jim Gates, David Gerisch, Ira Allen, Rich Hamit, Mayor Jack Young.

OTHERS PRESENT: Ed Harmison, Cheryl Brown, Bob Call, Everette Dannar

Mayor Young called the special meeting to order at 6:30 PM, and stated the reason the meeting was called is to discuss updating the Personnel Policy for the City of Overbrook.

DEFINE THE WORK WEEK: Bruce Smith suggested keeping Saturday and Sunday in the same work week. Ira Allen recommended starting the work week with Monday and end on Sunday, establishing a 14-day pay period, turn in time sheets on the Monday following the end of the pay period, and pay on the following Wednesday. This would give the clerk only 2 days to process the paychecks and get the necessary signatures. Allen said a uniform time-sheet should be used by all employees. The timesheet should show hours worked, on which days, and should show vacation, sick leave, holidays, and whatever else might be important for audit purposes. Bruce Smith asked about giving compensatory time rather than paying overtime wages. Allen said that you usually end up having to pay someone to cover while comp time is being taken. Smith said that either way, the salary has to come out of the department's budget, and he thinks everyone should be treated the same. He also said that either way. Mayor Young said that realistically a decision has to be made about how much salary can be paid, and Smith added that if the budget can't handle a lot of overtime, hours may have to be cut.

Ed Harmison, Chief of Police, said that he had no objections to being paid every two weeks. Allen said that when this policy goes into effect, the first pay check may be a little short or long. Cheryl Brown said that her only concern is getting the required signatures more frequently, and more councilmembers may have to be authorized to sign checks. Harmison asked that the work week be specified. The council agreed that it would be from 12:01 AM Monday through midnight Sunday. There was discussion about how Everette Dannar's work schedule would be affected. It was again stated that there would be a 7-day work week, with either overtime or compensatory time paid after 40 hours, and 14 day pay period. A time-sheet will have to be approved that will be used for each employee.

HOLIDAYS: The city now pays for 10 holidays. Harmison mentioned that the city wouldn't save any money by reducing the number because the employee would still be paid for the same amount of hours that week. The council agreed by concensus to leave the holiday's the same and specify that holidays falling on Saturday will be observed on the preceeding Friday, and a holiday falling on Sunday will be observed on the following Monday.

TIME SHEETS: The council agreed that only the total hours worked be recorded each day, and not the exact hours. Dannar said that police hours can be checked against their log sheets. A 14-box grid with a space for total hours worked will be satisfactory. The council agreed that the pool employees and animal control should use the same time sheets as everyone else and be paid at the same time.

VACATION: The council agreed by concensus to leave the rate of accumulation as presently stated. The current policy allows the employee to be paid for half of their unused vacation at the end of the year, and carry the remainder until June 30<sup>th</sup> of the next year. This hasn't been done for the past several years due to a low cash-balance, but the council has voted each year to extend the time period so no one loses any vacation. The possibility of not offering payment for unused vacation was mentioned. After discussion, the council agreed to leave this in the new policy, but include the funds in future budgets. The current probationary period and

payment of unused vacation upon termination were kept as is, but the council did agree that vacation requests should be honored on a first-come, first-serve basis within a department rather than by seniority.

**SICK LEAVE:** The amount of sick leave, accumulation of sick leave, and the non-payment of unused sick leave will remain at the present standard. The council did agree that an eligible employee may transfer up to 120 hours of sick leave to another employee so long as the donating employee's sick leave does not drop below 96 hours. The council feels that this is a bookkeeping matter, so that only the accounting department needs to know the identities of the employees.

Everette Dannar asked about having personal sick leave restored in case the employee is hurt on the job and Workman's Compensation insurance is put into effect. The council said they would have to check into this with the city attorney and the Kansas Division of Human Resources.

The council wanted the record to reflect that their intention is to hold an employee's position for the length of an approved medical leave, until he or she has been released for work.

**FUNERAL LEAVE:** Current paid leave in the case of the death of a spouse, son, daughter, mother, father, brother, sister, or grandparent of the employee or employee's spouse will remain at three days, with a two-day extension if travel of 500 miles or more is necessary.

**OTHER LEAVE:** 16 hours of discretionary (personal) leave will be allowed annually, and leave with pay will be granted to employee's to attend meetings, seminars, and conventions of professional and technical organizations when such attendance is properly authorized by the Mayor or Council. There was discussion about paying employee's for travel time to such events. The clerk learned at a recent seminar that the employee should be paid, but a lesser rate of pay can be established for travel time. There was discussion about paying for employee's meals while attending these meetings. The council will ask Patty Hylton to check into the tax regulations for meal reimbursement.

**HEALTH INSURANCE:** Mayor Young stated that the city as an employer, may reach a point where providing full-family health insurance to full-time employees may not be possible. The cost of this benefit increases at different rates each year. He thinks that at some point, the city may have to change the amounts provided per employee. There was discussion about changing the amount of premium paid for "new hires" of the city or "new participants" in the health plan. At the present time, one employee is enrolled in the family coverage, and one employee is enrolled in an employee-only plan. There was discussion about rules Blue Cross Blue Shield may have about when a person can enroll in the plan. The council agreed by consensus to change the personnel policy to pay for only the employee's health insurance, after a 3-month probation period. Employees may pay for their own coverage from the date of hire for the probation period, and if they want coverage for any family members their share of the premium will be made through payroll deductions.

The mayor asked if a "cap" on insurance benefits on present employees should be included in this personnel policy. He questioned where the money will come from to pay for the current enrolled employees as the premiums get more expensive each contract year. Ira Allen said that this should be addressed in the budget each year. Ed Harmison stated that his coverage will decrease in three years when his daughter is no longer eligible for his plan. Everette Dannar asked how his coverage would be handled if he needed to enroll in the city's plan. The council agreed that he would be considered a "new participant" and the city would only pay for his coverage, and he would be responsible for additional coverage. Bob Call then said that if he and Dannar wanted the city to pay for all the expense, it sounds like they should enroll before the new policy goes into effect. The clerk said that the contract with BCBS would have certain guidelines about when employees are allowed to enroll. Dannar then said that he would like to know more information about what qualifies as a "qualifying event" for his insurance to be paid by the city. The mayor said that how much of the premium paid by the

city will be determined by the city as BCBS doesn't care who pays what amount as long as the premiums are paid. Smith said that if there is extra expense for additional employee insurance coverage, then other expenses would need to be shaved to cover it. Ed Harmison said that he feels that the expense should be budgeted, without shaving other expenses. The mayor said that while the insurance can be budgeted, the current budget and revenue would be very strained with any additional insurance expense. Smith said that he didn't see how this be handled, short of continuing to raise the tax levy. Harmison then said that the budget will have to be raised as all the expenses such as gas and insurance. Gates said that the only way to increase the revenue is to raise the mill levy. Allen said that the council is trying to set a policy, understanding that exceptions can be made if needed. There was discussion about the differences between a "new hire" and a "new participant". The mayor said that the term "new hire participant" should be satisfactory. The city attorney should have more information about this at the next meeting.

**RETIREMENT:** This needs to have Kansas Police and Firemen for all current and future police officers added to Kansas Public Retirement Retirement System for all other qualifying employees. The rates for employers and employees are determined by state statute. The council agreed to have Patty Hylton check into some kind of extra retirement fund for non-law employees as there is a considerable difference between the city's share of KPF and KPERS.

**JURY DUTY:** The current policy pays regular salary for an employee serving up to five days, with the amount paid by the court deducted from the regular salary. In the past, the employee received full pay if they turned in all fees received from serving on a jury. There was discussion about eliminating a time limit. The council agreed by concensus to pay the employee regular wages, provided the jury fees have been turned over to the city, with no limit on days served.

**APPROVED OVERTIME:** Bruce Smith said that his feeling is that if an employee has to work extra hours due to emergencies, they can report afterwards. Bob Call said he prefers to use comp time rather than be paid for overtime. Ed Harmison says that works for Bob Call, but it doesn't work for the police. He doesn't see how they could not respond to police matters just because they have already logged 40 hours that week. Smith then stated that works as long as there's money to cover for the whole year. Technically comp time is to be used by the end of 2 pay periods. Comp time is figured at a rate of 1 ½ hours just as overtime salary is computed at 1 ½ times regular salary. It was stated that comp time hours do not count as hours worked. Mayor Young asked how many hours is the city required to pay an employee. Smith said that figuring 40 hours a week for 52 weeks is 2,080 hours per year. The mayor said that his point is that the money may run out before the employee's 2,080 hours.

**MERIT BONUS:** The council agreed that while this might be something to consider in the future, they tabled this until later. Ed Harmison stated that he personally does not want a merit bonus; he feels that his work is judged by the pay raises he receives. Danner suggested a letter of commendation be put in the employee's file. Developing a pay-range plan was also discussed.

**MISCELLANEOUS SECTIONS:** Voluntary separation, sexual harassment, political activity, outside employment, workplace safety (which would include substance abuse), telecommunications, travel, residency, discipline, grievances and hearings will be adopted as written by the League. (Page 13, Article G through Page 25.)

**MAYOR'S REPORT:** Mayor Young said that working on job appraisals and the personnel policy will be on the agenda for the next meeting, and he would recommend taking the time to cover everything to the best of their ability for the benefit of the city and the employees.

Ira Allen would like to see the new time sheets and new pay periods go into effect as soon as possible. The clerk said that she would like to have the time sheets used for a short time before an ordinance is passed to change the pay periods.

MISC: Bob Call asked that job performances be done more often than once a year so that the employee knows their situation before raises are given. The mayor said that another special meeting may be necessary to work on these matters.

There being no further business before the council, David Gerisch made a motion, seconded by Jim Gates, to adjourn. Motion carried 5-0; meeting adjourned at 9:15 PM.

Respectfully submitted,

Cheryl L. Brown  
City Clerk

APPROVED: \_\_\_\_\_

06/10/04