

# City of New Meadows

## Personnel Policy Review Item

### 2022

#### 1. INTRODUCTORY PERIOD

**New employees** to The City of New Meadows are subject to a six-month introductory period with a preliminary evaluation to be completed by the Mayor, City Council and other supervisory staff after 3 months of employment. Another evaluation will be completed after the six-month introductory period ends. During this six-month introductory period, either the employee or the City of New Meadows may end the employment relationship at will, with or without cause or advance notice. An employee's supervisor may extend the introductory period for an additional 90 days if they deem it necessary to work with an employee who is only marginally meeting the requirements for their position. Before any employee is released from their introductory period, an evaluation shall be completed.

**Current Employees** who transfer or promote to another position within the City of New Meadows will be subject to a six-month introductory period for the new position they hold. If the introductory employee is terminated in this situation, they may be returned to their previous position or transferred to another position they are fully qualified for if such a vacancy exists with the City of New Meadows.

The preliminary evaluation of the employee will be held after **(3) months** of employment. Review of the job description and the employee's adherence to the parameters of the employee's responsibilities will be done with the employee. If deemed appropriate, an increase in wages may be considered by the Mayor, Council, and other supervisory staff.

The evaluation of the employee after **(6) months** of employment will be made if there are any deficiencies noted during this evaluation, an employee's introductory period may be extended by the City for up to ninety (90) days by motion of the City Council and approval by the Mayor. Written notice of the reason(s) for such extension prior to the end of the introductory period will be provided.

- **Items from this section to review: City Council may end the introductory period after 3 months, if during the evaluation they feel it is beneficial to the City.**
- **Add the term current employees in the second paragraph**

#### 2. SECONDARY EMPLOYMENT

An employee's Secondary employment, activity or enterprise may be prohibited if it:

- Involves time demands that would impair the employee's mental or physical capacity to perform City duties;
- Involves activities or business dealings that are likely to cause criticism or embarrassment to the City;

City of New Meadows  
Personnel Policy Review Item  
2022

- Involves working for an employer or doing business with a client who has a contract with the City;
- Promotes the use of the employee's title or position with the City or implies an official City endorsement of the secondary employment's business, service, product, etc.;
- Creates a real or apparent conflict of interest;
- Requires the employee to share or make use of official information that is confidential or not available to the general public except by request.

3. EMPLOYEE RESPONSIBILITIES

Employees should report incidents of discrimination, harassment, sexual harassment, hostile work environment or retaliation as soon as possible after the occurrence. Reporting should be made to any of the following:

- Designated Official ( Elected)
- Supervisor
- Department Head ( Remove)
- City Clerk's Office
- Legal Counsel for the City ( Change and list these in the order of reporting?)

4. EMPLOYEE CLASSIFICATION

- The classification of the position an employee holds with the City may affect the status of obligations or benefits associated with his/her employment. The primary classes of employees are:
- ELECTED OFFICIALS
- Elected Officials are not considered regular employees. Elected Officials receive employment benefits as identified in an ORDINANCE adopted by the City Council.
- FULL-TIME REGULAR EMPLOYEES
- An employees whose typical work schedule calls for at least 140 hours of scheduled work during each 30 calendar-day payroll period is classified as a Full-Time regular employee. Full-time regular employees shall receive all employee benefits provided by the City of New Meadows as such benefits now exist or may be subsequently changed.
- PART-TIME REGULAR EMPLOYEES
- Employees whose typical work schedule calls for less than 139 hours of scheduled work during each 30 calendar-day payroll period are classified as Part-Time Employees. Part-time regular employees shall receive reduced employee benefits in accordance with policies adopted by the City Council and certain mandatory state benefit programs.
- CASUAL / SEASONAL EMPLOYEES
- Employees who provide services for The City of New Meadows on an irregular or temporary basis or whose scheduled hours of employment for the entity are typically fewer than 20 hours in each payroll period are classified as casual/seasonal employees. Casual employees will receive no benefits provided to regular employees,

# City of New Meadows

## Personnel Policy Review Item

### 2022

except those required by law or those provided by express written authorization of the Council.

- **PROBATIONARY / INTRODUCTORY EMPLOYEES**
  - An employee whose performance is being evaluated to determine whether further employment in a specific position or with the City is appropriate are classified as a Probationary / Introductory Employee. Employees who satisfactorily complete the probationary period will be notified of their new employment classification.
  - **TEMPORARY EMPLOYEES ( Add/ Seasonal?)**
  - An employee who is hired as an interim replacement, to temporarily supplement the work force, or to assist in the completion of a specific project are classified as a Temporary Employee. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain this status unless and until notified of a change. While temporary employees receive all legally-mandated benefits (such as Worker's Compensation insurance and Social Security), they are ineligible for all of the City's other benefit programs.
    - All content maintained by New Meadows
- (Should there be another type of employee added? Part-time Non- Regular?) Someone who works less than 20 hours a week?)**

#### 5. EMPLOYEE COMPENSATION

The City of New Meadows compensates employees in accordance with the level of responsibilities, performance and decisions by the Council as budgets are set and tax levies are authorized. Pay for any given position is subject to the annual budgetary process and as such may be subject to increase, reduction, or status quo maintenance for any time period.

The supervising elected official or **department head** may make suggestions about salary compensation and other pay system concerns but the final decision regarding compensation levels rests with the Council. **The Council reserves the right to make budget adjustments, and consequently pay adjustments, during the course of the budget year in order to manage cash flow or to deal with other circumstances which they think justify changes in entity expenditures.** Employees may participate in a performance evaluation system established by the Council or by an individual department with the approval of the governing board. Such evaluation systems may be the basis for allocating changes in compensation in each budget year. Should such an evaluation system be established, records of any such evaluations shall be kept in the personnel file of each employee

#### 6. OVERTIME / COMPENSATORY TIME POLICY

The City of New Meadows allows the accumulation and use of compensatory time, in amounts not to exceed accumulation of **24 hours.**

City of New Meadows  
Personnel Policy Review Item  
2022

7. Maternity/Paternity Leave

We currently have no policy covering this.

8. TRAVEL EXPENSE REIMBURSEMENT

An employee on City business shall be reimbursed for expenses incurred in completing his / her work related assignment in accordance with the policies established by the Council. Each employee is responsible for providing verified receipts for any expenses for which reimbursement is requested in accordance with Idaho Code § 31-1506 or its successor. All reimbursement requests shall be requested with proper documentation, and on an approved form provided by the City Clerk or Treasurer.

Reimbursement shall be no more than the following, or as set by Resolution from time to time;

- a. Breakfast.....\$10.00
- b. Lunch.....\$15.00
- c. Dinner.....\$15.00
- d. Lodging.....Actual Reasonable Costs
- e. Mileage.....Current Rate as set forth by the IRS
- f. Registration.....Actual Fees

9. VACATION LEAVE

Vacation leave is available to those employees who are classified as Regular Full-Time or Regular Part-Time Employees who have completed the equivalent of 6 months of employment. Vacation accrues from the start of employment in the following manner.

**Length of Service Vacation Accrual for Regular Part-Time Employees**

For each hour worked, 0.04165 hours are earned.

Vacation leave can only accrue to a 25-day maximum. Any excess, over 5 days, not used during the year in which it accrues will be forfeited, without right of compensation, at the conclusion of the fiscal year in which it became excess. This rule may be subject to an exception for one year's additional accrual upon written permission of the responsible elected official and the Council.

Use of vacation leave of 8 hours or more shall be scheduled with the consent of the employee's immediate supervisor or Mayor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of departments.

City of New Meadows  
Personnel Policy Review Item  
2022

No employee shall receive pay in lieu of vacation unless specific approval is given by the Mayor and City Council.

10. PAID TIME OFF POLICY

Personal leave benefits are provided to employees at a rate of 1 day per month served. Personal leave is a benefit to the employee and shall be requested at least two hours before the time when the scheduled work period is to begin. Personal leave may be denied if there is no illness or injury that prevents the employee from working productively or safely and the scheduled work duties include imminent and necessary activities that will jeopardize city operations if not carried out in a timely manner. Excessive use of personal leave with no regard for the city's schedule and activities may result in an employee review and a subsequent change in approval requirements.

Personal leave can accrue to a maximum of 90 days. There is no personal leave carry-over provision comparable to that provided in the city's vacation policy. Personal leave benefit recipients will receive their normal compensation when using personal leave benefits. Other provisions of policy regarding personal leave can be found in resolutions adopted by the City Council.

Personal leave shall be allowed to employees only in the case of actual sickness or disability of the employee or for medical, dental, or eye examination or treatment for which arrangements cannot be made outside of working hours for the employee, spouse, or dependents.

Upon application of a regular employee, the Mayor and the City Council may grant sick leave without pay when earned sick leave is not sufficient on a case by case basis on such conditions and terms as may then be set.

11. HOLIDAYS

Ten official holidays are provided for full-time employees. Employees having full-time active status on the date of any holiday shall receive compensation for that Holiday even though they do not work. Holidays which fall on Saturday shall be observed on the preceding Friday. Those which fall on Sunday shall be observed on the succeeding Monday. The holiday schedule may be changed at any time by the Council.

12. BEREAVEMENT LEAVE

Up to three days of paid leave of absence shall be granted for a death in the immediate family (spouse, parents, grandparents, children, grandchildren, brothers and sisters). Additional leave may be granted from accrued vacation leave or unpaid leave of absence.