

City of New Meadows  
Personnel Policy Review Item  
2022

1. 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

2. 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.

3. 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

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4. 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.

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

5. 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.

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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.

6. 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.

7. 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.