



## **AGENDA ITEM ANALYSIS**

Project/Issue Name: 21-77 An Ordinance of the City Council of the City of Republic, Missouri, Amending the Employee Handbook.

Submitted By: Lisa Addington, Chief of Staff

Date: November 30, 2021

### **Issue Statement**

Additions and revisions of the Employee Handbook pertaining to sections 210, 404, 415, 604 including minor revisions to ensure consistency throughout.

### **Discussion and/or Analysis**

As part of the 2022 budget presentation, we have added the retirement section to the handbook which includes the established and planned retirement for all eligible employees. Additionally, there have been some wording changes to these sections of the handbook that allow departments to function appropriately and in accordance with our Mission, Vision and Values.

### **Recommended Action**

Staff recommends approval of this addition.



Overview of changes:

## **210 CONFLICTS OF INTEREST**

Employees have an obligation to conduct City business within guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact your Department Director for more information or if you have questions regarding conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the City Council. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gains refer to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the City's business dealings. For the purpose of this policy, a relative is defined to include spouses, parents, grandparents, children, grandchildren, brothers, sisters, brothers- and sisters-in-law, fathers- and mothers-in-law, stepparents, stepbrothers, stepsisters and stepchildren. This policy also applies to individuals who are not legally related but who reside with another employee or **any other relationship that may create a potential or perceived conflict.**

## **403 VACATION BENEFITS**

**The City values the well-being of their employees and will make every effort to not contact employees while on vacation. Employees are encouraged to enjoy their freedom from work during their time off.**

Vacation time is intended to benefit the employee and serve as a time of mental and physical refreshment; therefore, employees are encouraged to use their vacation time.

Vacation time is determined for full-time employees by length of continuous service. Accrued vacation leave may be used after thirty (30) days of employment with the City. The accrual schedules are as follows:

*\*Please note, monthly accruals may slightly vary depending on accrual schedule and software capabilities\**



**All City Staff (excluding those specified in the following Subsections) includes Police Administrative Personnel, i.e., Administrative Assistant, PSR, Investigations Property and Evidence Specialist)**

	Monthly	Yearly	Maximum
Length of Service	Accruals	Accruals	Accruals
0-1 year of service	3.34 hours	40 hours	40 hours
1 year - 4 years of service	6.67 hours	80 hours	160 hours
4 years - 9 years of service	10 hours	120 hours	240 hours
9 or more years of service	13.34 hours	160 hours	320 hours

#### **Full-time Commissioned Police Personnel**

	Monthly	Yearly	Maximum	Maximum Payout upon
Length of Service	Accruals	Accruals	Accruals	Separation
0-1 year of service	12.67 hours	152 hours	152 hours	50 hours
1 year - 4 years of service	16 hours	192 hours	356 hours	200 hours
4 years - 9 years of service	19.34 hours	232 hours	436 hours	300 hours
9 or more years of service	22.67 hours	272 hours	516 hours	400 hours

\*Accruals include holiday hours for working continuous operations.



### Full-time Fire Employees Working 24 Hour Shifts

	Monthly	Yearly	Maximum	Maximum Payout upon
Length of Service	Accruals	Accruals	Accruals	Separation
0-1 year of service	14 hours	168 hours	168 hours	70 hours
1 year - 4 years of service	18.67 hours	224 hours	420 hours	280 hours
4 years – 9 years of service	23.34 hours	280 hours	532 hours	420 hours
9 or more years of service	28 hours	336 hours	644 hours	560 hours

**\*Accrual based on average 56-hour work weeks and includes holiday hours for continuous operations**

### Executive Leadership

#### Team

	Monthly	Yearly	Maximum
Length of Service	Accruals	Accruals	Accruals
0-1 year of service	6.67 hours	80 hours	80 hours
1 year – 4 years of service	10 hours	120 hours	240 hours
4 years – 9 years of service	13.34 hours	160 hours	320 hours
9 or more years of service	16.67 hours	200 hours	400 hours

For the purpose of the above accruals, the Executive Leadership Team shall consist of the City Administrator, Assistant City Administrator, Chief of Staff, City Attorney, City Clerk, Finance Director, BUILDS Administrator, Police Chief, Fire Chief, Community Development Director, Parks and Recreation Director, Human Resources Director, Information Systems Director, Public Information Officer. Additional positions may be added at the direction of the City Administrator.



Any employee discovered misusing the vacation leave privileges will be subject to disciplinary action.

Sick/emergency leave will not be substituted for scheduled vacation leave unless approved by the Department Director.

In any case where an employee is separated from service, the employee shall receive the full amount of his/her vacation leave accrued, not to exceed the accrual maximum or maximum payout accrual (whichever applies), at the time of separation.

In the event of an employee's death, the full amount of vacation accrual or maximum payout accrual (whichever applies) and any other compensation due to the deceased employee will be paid to the person(s) legally entitled to receive such compensation.

#### **404 HOLIDAYS**

All full-time employees are entitled to the following paid recognized holidays:

1. New Year's Day
2. Dr. Martin Luther King Jr. Day
3. President's Day
4. Good Friday
5. Memorial Day
6. Juneteenth
7. Independence Day
8. Labor Day
9. Columbus Day
10. Veterans Day
11. Thanksgiving
12. The day after Thanksgiving
13. Christmas Eve
14. Christmas Day



#### **415 RETIREMENT**

The City of Republic provides 100% paid retirement and does not require an employee contribution. The City offers both a defined pension plan and deferred compensation plan.

The City's pension plan is defined as L-3 offered through Missouri Local Government Employees' Retirement System (LAGERS). This pension plan provides a guaranteed benefit for the lifetime of the eligible member. Employees are vested after five (5) years and service time in the plan may travel with the member to other applicable public employers in Missouri. The pension amount is based upon a formula representing final average salary, years of service and the plan multiplier.

Effective on or around April 2022, The City will contribute 9% of the employee's base wages to a 457 plan through MissionSquare/ICMA-RC. Employees are not required to contribute but may do so up to the allowable contribution allowance as determined by the IRS. The employee must be employed six (6) months for eligibility, but contributions will be retroactive to the initial hire date.

#### **604 TOBACCO USAGE**

In keeping with the City's intent to provide a safe and healthy work environment, tobacco usage in City facilities or in City vehicles is prohibited. Designated smoking areas will be determined and will be at least 50 feet from the entrance of any city owned building. This policy applies equally to all employees, customers, and visitors.