



City of Stevenson

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To: City Council
From: Leana Kinley, City Administrator
RE: Personnel Policy Updates
Meeting Date: February 20, 2020

Executive Summary:

There have been recent changes that necessitate a revision to the Personnel Policy. A summary of each change is listed below.

Overview of Items:

Certification Pay:

There are a number of employees that are topped out of the salary scale. Management has been working on ideas to provide opportunities for employees to be rewarded for additional certifications they pursue outside of their job descriptions, which benefit the city. Specifically, a Wastewater Treatment Plant Group II Operator (explained below). In order to extend the opportunity to all employees, a variety of certifications are listed with the ability of the Mayor and Department Head to approve others. It will be up to the employee to maintain certification and it will not continue if a certification lapses.

The two positions that are required to have that certification are the Public Works Director and a Wastewater Treatment Plant Operator (WWTPO) II. That certification requires a number of years wastewater treatment plant experience in addition to passing a test. Previously the city was able to rely on Jacobs for back-up certifications making the need for city employees to be a Group II Operator less. With only one Group II Operator, there is a need for back-up and the employee closest to being able to test would be the Field Supervisor. If the city has a WWTPO II, there is no need for the Field Supervisor to have the certification, which is why there are no job description changes proposed.

Out-of-Class Pay:

There have been times where an employee performs duties that are outside of their job description. A current example is the Facilities Maintenance Worker is performing the duties of a Utilities Maintenance Worker while we are crucially short staffed. This section allows the city to pay them at a level of a Utilities Maintenance Worker rather than their hired position during the period of time they are performing work outside of their job description.

Meal Reimbursement:

The current policy only allows for reimbursement if travel is three hours outside of their normal work day. For public works employees attending training as nearby as Hood River or Vancouver they would not be able to be reimbursed for lunch. This change allows for that.

Sick Leave Donation:

The current policy allows employees to donate vacation in the event an employee is in need of additional time due to a sick leave or FMLA event. The change allows employees to also donate their sick time since the reason for the use is due to a sick leave related event.

Drug Policy Updates:

There are changes to the drug and alcohol policy driven by changes to CDL requirements at the federal level.

Job Descriptions:

The position of Building Inspector has been removed as the city will now contract with the County for those services. The position of Water Manager is also removed as it is not needed. The Facilities Maintenance Worker has always been a temporary position and never had a job description. The addition of the job description does not require that the position be full time, it does outline their duties and specify that it is a non-exempt position.

Action Needed:

Approve resolution 2020-353 revising the policy as presented or with changes.