



Board of Aldermen - Work Session Agenda

July 7, 2020

6:00 p.m. – City Hall *Via Videoconference*****

NOTICE: *Due to the Governor’s Emergency Declaration and the Health Officer’s orders for safety, public meetings and public comment during public meetings will require modification. The City of Smithville is committed to transparent public meetings and will continue this commitment during the COVID-19 crisis. Anyone who wishes to view the meeting may do so in real time as it will be streamed live on the city’s FaceBook page through FaceBook Live. Attendance in person by members of the public will not be permitted.

- 1. Call to Order**

- 2. Discussion of FY21 Employee Handbook**

- 3. Discussion of FY21 Compensation Plan**

- 4. Adjourn**

Agenda Item # 2 – Discussion of Employee Handbook



STAFF REPORT

Date: July 21, 2020
Prepared By: Nickie Lee, Assistant City Administrator
Subject: Discussion of revisions to the Employee Handbook for FY21
Staff Report: All Departments

Staff is recommending the following changes to the Employee Handbook effective November 1, 2020:

Section 3-1 Equal Employment Opportunity and Section 18-2 Discrimination and Sexual Harassment

In consultation with City attorneys, staff is recommending adding the term “or any other characteristic protected by law” to be in compliance with recent and potential future changes in federal equal opportunity categories. This clause is also repeated in Section 18-2, “Discrimination and Sexual Harassment”.

Section 6-11 Temporary Assignment to Higher Level Positions

Staff recommend striking the sentence “This section does not apply to temporary filling in during vacation leave of a supervisor.” This reflects current practice which requires a process for employees to be temporarily promoted to a supervisor’s position with Human Resources approval, regardless of the many scenarios in which the supervisor may be out.

Section 6-13 Call-Back and On-Call Time

Current language reflects the City’s existing process of calling back employees for work to be completed outside of their typical shift. Currently employees are guaranteed at least one hour of work if called back.

Staff is recommending increasing the minimum time for when employees receive compensation to two hours, and adding a section for On Call Time, which would compensate employees when they are on call and required to report to work if called back. This section will primarily impact Public Works in the Utilities and Streets divisions due to the nature of their 24/7 work. It is estimated that this change could result in a \$23,289 impact to the CWWS fund and \$6,505 to the General Fund.

Section 8-5 Telecommuting Work Schedule

This new section allows for work schedules and attendance to be modified for employees with telecommuting arrangements. Details for telecommuting are located in new Section 20-8.

Section 11-5 Shared Leave Policy

The City Attorney recommended several updates to this process after implementing it last year.

Section 12-12 Paid Administrative Leave

Current language only reflects one scenario of paid administrative leave usage when employees are out on employer-initiated investigation.

The additional language allows for administrative leave category to be used in an extraordinary circumstance with the Mayor and City Administrator's approval, such as the COVID-19 pandemic.

Section 20-6 Employer-Issued Laptop Policy

This new section adds language outlining employee responsibility for assigned laptops. With the COVID-19 pandemic, the City has deployed multiple laptops to employees who have not had one before. Similar to City-owned cell phones, this section clarifies the responsibility of care and replacement of laptops.

Section 20-8 Telecommuting Policy

This new section outlines the City's policy for employees who request to telecommute. The section includes a definition, eligibility, and related policies and practices.

([Employee Handbook](#))

Agenda Item # 3 – FY21 Compensation Plan



STAFF REPORT

Date: July 21, 2020
Prepared By: Nickie Lee, Assistant City Administrator
Subject: Discussion of revisions to the Compensation Plan for FY21
Staff Report: All Departments

Each year, the compensation plan is reviewed, and recommended changes are presented to the Governing Body early in the budget review process. Industry Comparisons for each position are developed by utilizing the most recent annual Mid-America Regional Council (MARC) salary survey data, which includes salary ranges and averages for positions throughout each participating MARC organization. Job descriptions are included in the data to assist in assuring appropriate comparison.

The Bureau of Labor Statistics Consumer Price Index (CPI) is utilized to review and make wage adjustment recommendations. The July 2020 release noted a 12-month CPI change of 0.4%.

Staff also consulted cities in the Kansas City metropolitan area and throughout Missouri to gauge wage adjustments included in 2021 budgets. Wage adjustments vary, but average between 2% and 3%, with a focus on merit. Board direction has been to move in a direction of focusing on merit-based pay. To that end, the 2020 budget eliminated cost of living adjustments with the entirety of salary increased based on merit. Range adjustments were made based on CPI to address cost of living adjustments.

Based on this information, staff recommends the following changes to the Compensation Plan effective November 1, 2020:

- 1) *Across the Board Range Adjustments* are not recommended. In past years, pay ranges have been increased to capture CPI growth. The 2020 budget included a 1.3% adjustment across all positions to capture CPI growth. The most recent CPI data indicates a 0.4% increase which does not justify an across the board range adjustment.
- 2) *Targeted Range Adjustments* were applied to several groups of positions to better group similar positions with each other. Department Director pay ranges now align with each other in two pay bands, along with several other mid-level position alignments.
- 3) *Merit Increase* of 3% effective May 1, 2021. (FY21 budget impact in salaries and benefits of \$42,270 to the General Fund and \$12,900 to the Combined Water and

Wastewater Fund.) For employees who are at the top of their pay range, the merit increase will also be available, but as a one-time pay adjustment and will not be added to their base pay. There are eleven employees currently at the top of their range: four paid through the General Fund and seven paid through the Combined Water and Wastewater Fund.

4) *Restructuring of an existing Development Department position* creating a Permit Technician to better facilitate customer service in the area of permitting. (FY21 budget of \$4,860 to the General Fund).

5) *Revisions to several job descriptions* to better reflect current practices and priorities.

Police Department job descriptions will be reviewed and updated as part of a comprehensive review of the Police Department to be presented later this year.

[\(Compensation Plan\)](#)