

PERSONNEL COMMITTEE AGENDA FOR
TUESDAY, JUNE 14, 2016, 6:30 PM
SMALL CONFERENCE ROOM,
SECOND FLOOR, MUNICIPAL BUILDING

(Councilmen Reynolds, Brown, Reed, and Rockhold)

- I. CALL TO ORDER – Councilwoman Sharon Lynch, Chairman
- II. ROLL CALL
- III. MINUTES – meeting held March 8, 2016
- IV. NEW BUSINESS
 1. Policy amendments concerning uniform allowance; vacation and sick leave accrual; doctor's excuse slips; funeral leave provisions, etc.
- V. ADJOURNMENT

The Personnel Committee of City Council met Tuesday, March 8, 2016 at 7:00 PM in the small conference room on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101.

The meeting was called to order by its Chairman, Councilwoman Sharon Lynch, who presided over the meeting. The Clerk noted the attendance and those present included members Mike Reynolds, Roger Brown, Jim Reed, John Rockhold, and Sharon Lynch.

Others attending included Mayor Jimmy Colombo, Pam Salvage, Kim Coram, Nancy Wilcox, JR Carpenter, Eric Jiles, Warren Bigley, Chief Martin, Joe Santer, and Rickie Yeager.

MINUTES – Mr. Reynolds moved, seconded by Mr. Reed, to approve the minutes from the meeting held January 21, 2016, and the motion was adopted by unanimous vote.

RETURN TO WORK, LIGHT DUTY PROGRAM – Personnel Director, Pam Salvage, explained that most of the changes were in Section III, (C) concerning injuries. Item #7 was requested for a maximum of 40 hours; and #8 that you are not eligible to work overtime without approval.

Paragraph (D) states that the City will make every effort to provide employees with work-related injury modified or alternate duties. Paragraph (E) states that non-work related injuries will be handled on a case-by-case basis based on the needs of the department.

MOTION – Mr. Rockhold moved, seconded by Mr. Reed, to approve these amendments and forward to Council.

Mr. Brown asked if we would hire temporary employees for 30 days, and Ms. Salvage said we would not. We have very seldom hired temporary employees, she said. We have an employee now who is having surgery and we wanted a temp, cut that did not happen.

Mr. Brown asked about item #8, no overtime. Ms. Salvage said it could be approved in an emergency.

Ms. Lynch stated that employees could answer phones, and she agrees that 40 hours should be the maximum. Light duty is light duty, she said.

Ms. Coram asked why we offer the employee to pursue vocational rehabilitation through workers compensation, and Ms. Salvage said if we can accommodate them, we do. If we cannot, they can get additional benefits.

Statistics show that if employees are off 30 days, it is unlikely they will come back, Ms. Lynch stated. Light duty will get them back in their normal routine even though they are not in the same job. It helps to get them back to work.

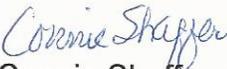
The longer they are off on worker's compensation, the more we are charged, and then our rates go up, Ms. Wilcox stated. We should get them back to work as soon as possible.

We are self-insured and it does not affect our rates, Ms. Salvage stated. Our rates are determined by the City and the PUB. We transfer money weekly to pay claims and an administrative fee. If we bring a temp in, that is extra cost.

VOTE – the motion was adopted by unanimous vote.

The meeting adjourned at 7:10 PM.

Respectfully submitted,


Connie Shaffer, City Clerk

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**SECTION IX
BENEFITS**

Addition

G. UNIFORM ALLOWANCE

Police Civil Service, Fire Civil Service and the Parking Department are eligible for a quarterly uniform allowance as per City Council aciton.

Uniform Allowance is subject to the following restrictions:

- Employees shall not accrue Uniform Allowance during any absence (sick, FMLA, Workers Comp, special leave of absence, military leave, etc.) in excess of two weeks, excluding vacations.
- Uniform Allowance shall not be granted to an employee whose absence from duty is a result of misconduct.

To make accrual language consistent throughout.....

Vacation Language: Section IX B 3

Current:

Vacation leave is subject to the following restrictions:

- Employees shall not accrue vacation leave during any absence in excess of two weeks, excluding vacations.
- Vacation leave shall not be granted an employee whose absence from duty is a result of misconduct or a job related injury. Absence for such cause shall be reported as absence without leave or on job injury leave.

Revision

Revised:

Vacation Leave is subject to the following restrictions:

- Employees shall not accrue Vacation Leave during any absence (sick, FMLA, Workers Comp, special leave of absence, military leave, etc.) in excess of two weeks, excluding vacations.
- Vacation Leave shall not be granted to an employee whose absence from duty is a result of misconduct or job related injury. ~~Absence for such cause shall be reported as absence without leave or job related injury.~~

Sick Language: Section IX C 3

Current:

Revision

1. Restrictions on Accrual of Sick Leave

Employees shall not accrue sick leave during any absence in excess of two weeks, excluding vacation. Sick leave shall not be granted an employee whose absence from duty is a result of misconduct. Absence for such cause shall be reported as absence without leave, and shall subject the employee to disciplinary action.

Revised:

1. Restrictions on Accrual of Sick Leave

Sick Leave is subject to the following restrictions:

- Employees shall not accrue Sick Leave during any absence (sick, FMLA, Workers Comp, special leave of absence, military leave, etc.) in excess of two weeks, excluding vacations.
- Sick Leave shall not be granted to an employee whose absence from duty is a result of misconduct or job related injury. ~~Absence for such cause shall be reported as absence without leave or job related injury.~~

Payment of Sick Leave: Section IX C 4

Add: Failure to provide a doctor's statement will result in the time off being unpaid time.

Current:

4. Qualifying for Sick Leave

Sick leave will be granted eligible employees for absences due to:

- a) Employee or employee's immediate family illness or physical or mental incapacity.
- b) Medical, dental, optical examinations or treatments

Revision

All doctor's appointments will require an excuse slip from the doctor's office upon returning to work. If upon returning to work, no slip is turned in, the absence will be marked as unexcused and marked as NO PAY.

A total of 40 hours (54 for Fire Civil Service) of sick leave used will not require a physician's note. HOWEVER any sick leave absence in excess of two consecutive scheduled work days will require a physician's statement. Any sick leave in which a doctor's slip is provided does not count against the 40 hours (54 for Fire Civil Service), however after 40 hours (54 for Fire Civil Service) will require a doctor's slip for each additional absence in that calendar year.

Revised: - Clarification of last 2 paragraphs:

- All doctor's appointments will require a doctor's excuse slip from the doctor's office upon returning to work. If upon returning to work, no doctor's excuse slip is turned in, the absence will be marked as unexcused and marked as NO PAY.
- A total of 40 hours (54 for Fire Civil Service) of sick leave used will not require a doctor's excuse slip.
- Any sick leave in which a doctor's excuse slip is provided ~~does~~ will not count against the 40 hours (54 for Fire Civil Service). However, **any hours taken** after 40 hours **without a doctor's slip** (54 for Fire Civil Service), will require a doctor's excuse slip for each additional absence in that calendar year.
- **Failure to provide a doctor's excuse slip for any time taken after 40 hours without a doctor's slip (54 for fire civil service), will result in the time off being unpaid time.**
- **HOWEVER Any sick leave absence in excess of two consecutive scheduled work days will require a doctor's excuse slip to return to work. Failure to provide a doctor's excuse slip will result in the time off being unpaid time.**
- **The original doctor's excuse slip must be turned in to Personnel. If a slip needs to be faxed, it must be faxed from the doctor's office directly to the Personnel Department. 304-424-8590.**

Funeral Leave

Section IX E 3

Current:

Revision

Employees shall be granted leave with pay for the death of a family member. Family member for this policy shall include an employee's spouse, child, step-child, parent, step-parent, brother, sister, grandchild, grandparent, parent-in-law, or other relative residing in the employee's household.

Such leave shall be granted to civilian, police civil service employees and fire (40-hour shift) civil service employees for up to three (3) workdays, excluding holidays and scheduled days off.

Such leave shall be granted to fire (54-hour shift) civil service employees for up to three (3) calendar days, including holidays and scheduled days off.

If additional time is needed, the employee will use vacation leave, compensatory time leave or holiday equal time off leave.

In the case of the death of other relatives (aunt, uncle, niece, nephew, cousin or other step-relative) the employee will be permitted time off to attend the funeral, not to exceed eight (8) hours.

Proof of death and relationship of the deceased may be required.

Revised:

See next 2 pages with changes identified. (Eventually all policies will be in this format to ease in updating the Policies & Procedures Manual.)



PERSONNEL POLICIES & PROCEDURES

SUBJECT
FUNERAL LEAVE POLICY

EFFECTIVE DATE
xx/xx/xxxx

PAGE
1 of 2

I. STATEMENT OF POLICY

The City of Parkersburg offers Funeral Leave after the loss of a family member.

II. ELIGIBILITY:

This policy applies to all full-time and appointed part-time employees of the City of Parkersburg.

III. MAJOR PROVISIONS:

- A. Immediate Family Member – Employees shall be granted leave with pay for the death of the following immediately family members:
- Spouse
 - Child / Stepchild
 - Parent / Stepparent
 - Sibling / **Stepsibling**
 - Grandchild
 - Grandparent
 - Parent-in-Law
 - **Daughter/Son-in-Law**
 - Other relative residing in the employee's home

Civilian, police civil service and fire (40-hr shift) civil service employees shall be granted up to three (3) workdays, excluding holidays and normally scheduled days off (i.e. Monday – Friday work week, normally scheduled days off are Saturday & Sunday).

Fire (54-hour shift) civil service employees shall be granted up to three (3) calendar days, including holidays and normally scheduled days off

- B. Extended Family Member - Employees shall be granted time off to attend the funeral, not to exceed eight (8) hours, for the death of the following extended family members:
- Aunt / Uncle
 - Niece / Nephew

- First Cousin
- Brother-in-Law / Sister-in-Law
- Step Grandparent
- Step Grandchild
- Step-Daughter/Son-in-law
- Step-Brother-in-Law / Sister-in-Law
- Grandparent-in-Law

- C. If additional time off is needed, the employee may use vacation leave, compensatory time leave or holiday equal time off leave, or unpaid time off, with the approval of the Supervisor / Department Head.
- D. Proof of death and relationship to the deceased may be required.
- E. Since family relationships can differ, the definition of “immediate” family members is flexible. Department Heads should use their judgment when interpreting the policy.
- F. Deaths with special circumstances not covered in this policy will be handled on an individual basis by the Mayor, Department Head and Personnel Director.
- G. An employee must notify their supervisor of their absence, and its anticipated length, as soon as possible.
- H. When entering their time in the payroll time entry system, the employee must note the relative for which the time off was taken (i.e. Mother, Uncle, etc.).