

AGENDA FOR A PERSONNEL COMMITTEE
MEETING, TUESDAY, AUGUST 13, 2019, 6:30 PM
MEEKS CONFERENCE ROOM, SECOND FLOOR
MUNICIPAL BUILDING

(Councilmen Mercer, Barber, Stanley, and Fox)

- I. CALL TO ORDER – Councilman Sharon Kuhl, Chairman
- II. ROLL CALL
- III. MINUTES – meeting held January 31, 2019
- IV. NEW BUSINESS
 1. Extended Medical Leave Policy for the City of Parkersburg.
- V. ADJOURNMENT

The Personnel Committee of City Council met Thursday, January 31, 2019, at 6:00 PM in the executive conference room on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101.

The meeting was called to order by Chairman, Sharon Kuhl, who presided over the meeting. The clerk noted those attending as Councilmen Bob Mercer, Eric Barber, Zach Stanley, Jeff Fox, and Sharon Kuhl.

Others attending include Mayor Tom Joyce, Joe Santer, Everett Shears, Eric Jiles and Chief Matthews.

MINUTES – the minutes for the meeting held December 11, 2018 were approved with no additions or corrections.

DROP program for police and fire departments – City Attorney, Joe Santer, explained in detail the DROP program, Deferred Retirement Option Plans, for the police and fire departments, allowed by State Code Chapter 8-22-25a.

Chairman Kuhl said she had researched this plan, and asked Mr. Santer to explain.

Mr. Santer said he has talked with Charleston, and Beckley is considering this option also. He said he got answers, but has more questions. Cities are allowed to adopt this plan as long as it has no negative effect on our old plans. The State would hire someone for an actuarial study to determine if this plan would have a negative impact.

If the plan is approved, it would allow a member who had reached retirement eligibility of twenty years, plus six months, to retire. Then they could go to the DROP plan and their retirement funds would be held in the program. It also requires the member to select how long he will be in the plan – from one to five years, and be out at 65. At the end of the time, the money accumulated in DROP would be paid to them in one lump sum. The City would be required to contribute into the plan regardless.

The City now pays a guaranteed amount every year in an amount based on keeping the pension viable. The code is silent on what the men will pay.

There are four cities that are either in the plan, or have applied. Two are active. Mr. Santer is concerned about the amount the men will pay, and he thinks they may need a contract. We would be making the member pay into a pension plan for 9%, and there is no benefit to that member, and he is troubled by that. The only benefit is he has further supplemented a pension.

Ultimately, this plan will allow the City to offer a benefit to a member to continue working, and accumulate a lump sum in a separate plan as a cash amount. There will be taxes to pay on that amount also, Mr. Santer said. So, the men would get full retirement plus a lump sum. This would benefit the City because of retention.

The code talks about interest being paid, and if the member leaves early they can be penalized and not get the interest. This would make it difficult for the City to plan. But even now they can change their mind on when they want to leave.

Mr. Santer said he wants to find out more information from someone who does pensions, as he is concerned about the interest. The plan has to be renewed every five years, and one of the cities said they were not going to renew.

There are no policemen in this plan – only firemen.

The answers Mr. Santer has received did not give him a comfort level. The committee took no action.

PUBLIC WORKS TRAINING RATE – CDLs

Personnel Director, Sondi Wallace, told the committee we have been having issues filling positions that require a CDL license. We currently give new employees six months to get that license, and when they haven't gotten them by the deadline, we have to let them go and start over again. Our employees are leaving for the oil and gas industry.

Administration is proposing that we hire public works employees in at \$1.00 less per hour if they don't have a CDL, and then they would get the \$1.00 immediately when they get their CDL license and not wait until the end of six months.

MOTION – Mr. Mercer moved, seconded by Mr. Stanley, to approve the ordinance and refer to City Council, and the motion was adopted by unanimous vote.

The meeting adjourned at 6:40 PM.

Respectfully submitted,

Connie Shaffer, City Clerk

(OUR CURRENT POLICY)

6. Extended Medical Leave (Revised 02/26/08)

Extended medical leave may be granted to an employee who has exhausted the leave provisions under The Family and Medical Leave Act, but has balances remaining in his/her paid leave benefits (sick leave, vacation leave, compensatory leave and holiday equal time off leave). Requests for extended medical leave must be submitted to the Personnel Director in writing, along with medical evidence in the form of a physician's statement. The physician's statement must include a diagnosis, prognosis, and expected date when the illness or disability will no longer exist or no longer hamper the employee from performing his/her regular duties. Requests for extended medical leave must be approved by the Mayor, department head and Personnel Director. If the employee is unable to return to work after the exhaustion of all paid leave benefits, said individual's employment with the City will be concluded.

(PROPOSED AUG 13, 2019)

EXTENDED MEDICAL LEAVE

To encourage employees to return to work, allowing impacted departments the ability to plan and schedule in an orderly and efficient fashion, and give employees who need extended medical leave for reasons of illness or injury a reasonable time to recuperate and recover, the City is adopting the following policy to provide paid leave benefits above and beyond what is required by law. Requests for extended medical leave must be approved by the Mayor, Department Head and Personnel Director.

Extended Leave Over and Above What FMLA Requires

Extended medical leave may be granted to an employee who has exhausted the leave provisions under The Family and Medical Leave Act, **but has balances remaining in his/her paid leave benefits (sick leave, vacation leave, compensatory leave and holiday equal time off leave)**. If an employee's illness or injury requires a leave of absence extending past the 12 weeks provided through FMLA, the City may, with satisfactory medical evidence, extend an employee's leave for up to 14 weeks, for a total of 26 weeks in an 18-month rolling period. Requests for extended medical leave must be submitted to the Personnel Director in writing, along with medical evidence in the form of a physician's statement. The physician's statement must include a diagnosis, prognosis, and expected date when the illness or disability will no longer exist or no longer hamper the employee from performing his/her regular duties.

Cost of Deductions During Extended Leave and Nonaccrual

The employee will continue to use paid leave to pay all deductions the employee or the employee's family receives through the City during this extended leave period. Employees will NOT accrue sick and vacation time.

Periodic Reporting During Extended Leave

While on extended leave, employees are required to report periodically to their Supervisor and the Personnel Director, at least every 30 days, regarding the status of their medical condition and their intent to return to work. Employees may be required to provide satisfactory medical evidence substantiating their needs for continued leave.

End of Leave: Reasonable Accommodation, and Separation as a Last Resort

If at the end of the extended leave, an employee is still not able to return to his or her job because he or she is unable to perform the job, either with or without reasonable accommodation, due to illness or injury, said employee's employment with the City will be concluded.