

AGENDA

Special Meeting of the City Of Somerton Personnel Policy Committee Meeting

Somerton City Hall, 2nd Floor
143 N. State Avenue
Somerton, AZ 85350
April 28, 2020
3:30 p.m.

MEMBERS OF THE CITY OF SOMERTON PERSONNEL POLICY COMMITTEE WILL ATTEND EITHER IN PERSON, VIA TELEPHONE, OR VIA VIDEO CONFERENCE COMMUNICATION.

1. Call to Order/Roll Call
2. Approval of Minutes of meeting.

No minutes to approve

3. Discussion and possible action regarding approval of providing a recommendation to the Somerton City Council of the following:
 - A. AMENDMENT TO SECTION 806 OF THE PERSONNEL POLICY HANDBOOK RELATING TO BEREAVEMENT LEAVE.**
 - B. ADDITION OF SECTION 209 TO THE PERSONNEL POLICY HANDBOOK RELATING TO ACCESS AND BADGES.**
 - C. ADDITION OF SECTION 717 TO THE PERSONNEL POLICY HANDBOOK RELATING TO TUITION REIMBURSEMENT PROGRAM.**
 - D. AMENDING ALL SECTIONS OF THE PERSONNEL POLICY HANBOOK RELATING TO ALLOWING POLICE OFFICERS TO CARRY MORE THAN 40 HOURS OF PERSONAL TIME OFF (PTO).**
4. Discussion relating to future agenda items. No legal action will be taken.
5. Adjournment

In accordance with the Americans with Disabilities Act (ADA) and §504 of the Rehabilitation Act of 1973, the City of Somerton does not discriminate on the basis of disability in the admission of or access to, or treatment or employment in its programs, activities, or services. For information regarding rights and provisions of the ADA or §504, or to request reasonable accommodations for participation in City programs, activities, or services, contact:

ADA/Section 504 Coordinator, City of Somerton Human Resources, 110 N. State Avenue, Somerton, Arizona 85350 (928) 722-7400. TDD is the same number.

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Section 806 - Special Leave for Family Death

Upon documentation that a relative (as defined in Article II, Section 203) has died, an employee may be granted a leave with pay, not to be charged to any accrued EIB or Personal Time Off, for a period not to exceed five (5) days. Absences exceeding the above shall be charged to accrue PTO.

Section 806 - Bereavement Leave for Immediate Family and Others

Upon documentation provided to Human Resources that a relative has died, all full-time, active employees are eligible for benefits under this policy.

An employee who wishes to take time off due to the death of an immediate family member shall notify his or her supervisor as soon as possible. If an employee leaves work early on the day he or she is notified of the death, that day will not count as bereavement leave.

In addition to bereavement leave, an employee may, with his or her supervisor's approval, use any available PTO for additional approved time off as necessary.

Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as overtime or shift differentials.

Paid bereavement leave will be granted according to the following schedule:

- Employees are allowed up to five consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, domestic partner, child, stepchild, parent, stepparent, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, or an adult who stood *in loco parentis* to the employee or employee's spouse during childhood.
- Employees are allowed two days off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent.
- Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the City of Somerton, provided such absence from duty will not interfere with normal operations of the City.

Section 209 – Access and Identification Badges

The City of Somerton is committed to providing a safe work environment for both employees and members of the public. Proper issuance and display of identification badges is one way to create a safer work environment within the City.

All employees shall possess a City Employee Identification Badge during their employment with the City. The badge shall be worn and visibly displayed during all work hours, with the exceptions of certain law enforcement individuals or when the badge creates a safety hazard or risk. Employees are not required to wear the badge while attending training, meetings, conferences, etc. outside the City. When the badge is unable to be displayed due to safety, there is an expectation for it to be readily accessible. All badges must be obtained through the Human Resources Department. New employees will be photographed, and issued a badge at orientation as part of the onboarding process. Employees who promote, transfer, demote, or have a change in position shall obtain a new badge as soon as practicable.

In addition to providing identification, the badge will also serve as an access card to designated areas. Embedded on the badge will be unique codes to provide access to certain city departments and buildings through keyless entry. Key card access to areas and/or buildings for each individual will be determined by their department head. Because the badge allows access to particular doors, employees must safeguard their badge and not lend the badge to any other person for any reason. Lost, misplaced or stolen identification badges must be reported to the employee's supervisor immediately.

Identification badges will only be re-issued if the badge is lost, stolen, damaged or malfunctioning. Identification badges will be replaced at no cost if damaged, stolen or malfunctioning. Employees who have a name change, or who change positions and/or City departments will be issued a new badge upon providing documentation of that change. Lost identification badges or those deliberately damaged or damaged through negligence will be replaced once at no cost and at the direct cost to the employee after that. Employees may not attach any foreign object to the identification badge. Doing so will result in the required issuance of a new identification badge at the direct cost to the employee.

Fraudulent use of identification badges will result in disciplinary action. Fraudulent use includes using or permitting the use of a badge by a person other than the individual to whom it was issued. Employees are not authorized to use the identification badge outside the scope of work. Employees shall accompany all their customers, clients, visitors or other non-badge holding individuals at all times if within the controlled access portion of any building or facility.

Employee identification badges are considered City property and must be returned directly to the employee's department head upon resignation or termination of employment. Employees who are on disciplinary leave must turn in their badge to their supervisor prior to the beginning of the leave.

Section 717 – Tuition Reimbursement Program

Eligible employees are encouraged to attend internal and external training and education and development programs to develop and strengthen the knowledge and skills necessary to perform their current or anticipated job responsibilities within the City. The intent of this policy is to help employees learn, change and improve, while strengthening the City's ability to attract and retain highly qualified employees.

Eligible Employees must be classified regular full time and meet the following criteria:

1. One year of continuous service with the City of Somerton;
2. Not be on original probation or disciplinary status;
3. Received at least an "Average" or equivalent rating on their most recent performance evaluation;
4. Receive a grade of "C" or, "Pass" or better on any class submitted for reimbursement;
5. Is not eligible and capable of utilizing the "HOPE" credit per IRS code;
6. Continue employment with the City of Somerton for a period of one year from the receipt of each reimbursement
7. All courses of study and related coursework must be taken during off duty time unless otherwise approved by the Department Director. Department Directors may approve flexible schedules that allow employees to make up work-time at alternate hours within the same pay period based on the impact to the department operations.

Eligible Courses are defined as:

1. Scheduled class meetings or on-line instruction for a quarter or semester period;
2. Provided by an accredited institution, such as a state college or university, or community college in regular or extension programs. "Accreditation" is defined as approved by the United States Department of Education on their Database of Accredited Postsecondary Institutions and Programs (DAPIP) found at <http://ope.ed.gov/accreditation/Search.aspx>.
3. Specialized instruction approved by the department head and the Human Resources Department.
4. Course(s) previously taken that have already been reimbursed for under the City's Tuition Reimbursement Program or certifications under Section 715 are not eligible courses under this section.

Reimbursement is defined as up to \$2,500 per calendar year (\$1,250 for January through June and \$1,250 for July through December) for tuition, books, and fees and is paid for expenses pre-approved by the Department Head and Human Resources, subject to an amount appropriated by the Somerton City Council in its annual budget for this purpose, and on file in the Human Resources office when the employee submits an official grade report that the course was satisfactorily completed with a grade of "C" or better, or "Pass." Reimbursement requests must be submitted to Human Resources no later than 45 days after the last day of class. Failure to submit all documentation within 45 days after the last class may result in denial of reimbursement.

The tuition reimbursement application and all documentation shall be documented on forms developed by Human Resources who shall then transmit all documentation to the Finance

Department for payment within 30 days of receipt in Human Resources. Applications are accepted and processed on a first come, first served basis until the appropriated amount has been exhausted for a calendar year. Reimbursement payments will be processed through the normal payroll cycle and may be subject to taxation in accordance with federal and state taxation regulations.

Employees are responsible for:

1. Submitting in advance appropriate documentation to and obtaining prior approval of their department head;
2. A properly completed tuition reimbursement application form and providing a degree or vocational plan from an accredited college or university prior to beginning the course;
3. A properly completed check requisition form to accounts payable upon completion of the course;
4. Full payment of all costs to the institution or course provider; and,
5. Providing their written acknowledgement of and their compliance with the provisions of the tuition reimbursement policy and agreement.

The resignation or termination of an employee prior to the completion of a course, regardless of reason, shall automatically terminate the eligibility for education assistance. Employees who experience a lay-off from employment will receive reimbursement only for those classes that were started prior to the date of the lay-off. Employees who leave the City prior to one year from the completion date of any course(s) taken shall be required to repay the City for the course(s) reimbursed within the past twelve (12) months. An approved leave with pay or without pay does not affect eligibility for enrollment in the Tuition Reimbursement Program for courses that were started prior to the first day of leave. Courses started during a leave of absence are not eligible for reimbursement.