

Siletz City Council
Work-Session
Monday, April 24, 2023, 4:30 PM
Siletz City Hall

Present: Mayor Worman, S. Trachsel, J. Whitehead
Excused: M. Cummiskey, T. Retasket
Staff: City Recorder B. Chestler

1. Call Meeting to Order and Establish a Quorum

Mayor Worman called the meeting to order and Established a Quorum. He established for the purposes of a quorum he would participate as a member of the council.

2. Personnel Policy Changes to "Comp Time" and "On Call Duty" Page 27 and 28

Mayor Worman stated the purpose of the workshop is to discuss changes to "Comp Time" and "On Call Duty" Pages 27 and 28 of the current employee handbook, dated in 2016. He stated there are other changes being made to the employee personnel policy handbook but will be addressed at a later date. The proposed changes are a result of budgetary concerns, and we have an employee retiring and a letter submitted to the council addressing "on-call" duty. Mayor Worman stated that he and the Recorder spoke to the city's insurance "CIS" Risk Management Attorney, Sharon Harris, and the City's Attorney, Ross Williamson regarding potential issues with the current employee sections of the handbook. A definition of "on-call" duty was given as the "state of working". Industry standards with the attorneys were discussed. The city was recommended to ensure any changes made are fair and equitable to its employees, by giving employees fair and proper time to adjust to the new work schedule and changes and making sure everyone understands what the council's directive will be moving forward. Discussed was what "On Call" entailed and the changes that were being proposed were read. The fifteen hours of "On Call" duty was discussed as to set a flat rate or do an hourly rate. There were proposed changes and better clarification to the "On Call" section being proposed. Comp Time was discussed. The intent is to not allow carryover into the next fiscal year requiring an employee to use it or receive a payout at the end of the fiscal year it was earned in, July to June. The accrual of Comp Time will not be utilized as it was in the past. This is due to the work week being scheduled to do away with the accrual of comp time. Discussed was the need to keep the worked time paid up and keep to a minimum accrual of any comp time.

3. Personnel Policy Review Vacations Page 28

There were no changes being requested to be made, but rather a review of what the city's policy states and returning to adherence to the policy. Some councilors felt the carryover should be greater than the 80 hours as is currently written. Discussed the amount of carried-over time currently on the books and how to deal with the accrued time.

4. Personnel Policy Review Work Schedule Page 20

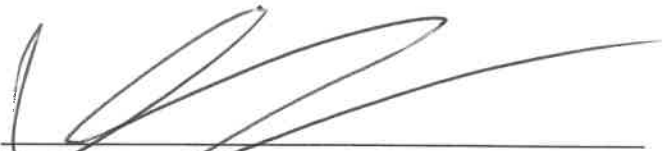
Discussed was there were no changes to the policy. It was stated, we are returning to adhering to our policy. The policy allows for a work week of 40 hours. It was noted that not all Public Work employees

will be off on Saturday or Sunday, but will get their 40 hours a week. There is to be an established work schedule that will eliminate the need for comp time.

5. Adjournment

Whitehead moved to adjourn at 5:20 PM.

Mayor Worman adjourned the workshop at 5:20 PM.



Mayor Will Worman

ATTEST:



City Recorder