

1 Providence City Council Meeting
2 Providence City Office Building
3 15 South Main, Providence UT
4 September 6, 2012 11:30 a.m.

5
6 Call to Order: Mayor Liechty
7 Roll Call of City Council Members: Mayor Liechty
8 Attendance:
9 Mayor: Ronald S. Liechty
10 Council: Dale Astle, Don Calderwood, Ralph Call (Excused: Bill Bagley, John Russell)
11 Employees: Tara Bankhead, Shane Hansen, Rob Stapley

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13 **Discussion. The Providence City Council will discuss proposed amendments to the Providence City**
14 **Personnel Policy.**

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16 Mayor Liechty explained this meeting was to visit about the changes. No decisions would be made.
17 There will be another meeting with the Council.

18
19 The first paragraph is an employment-at-will notice; it was suggested by the City Attorney. However, it
20 stills allows for grievances.

21
22 The definitions were reviewed.

- 23 • A full-time employee must work 32 hours (or more) per week.
- 24 • Exempt employee: an employee as defined by the Fair Labor Standards Act. Suggested adding
25 "and Utah State Code." Add to the non-exempt definition as well.
 - 26 ○ S Bankhead and R Eck are the only two exempt employees.
- 27 • E. Public Works Director: Shall be that person appointed by City Administrator and approved by
28 the Mayor and confirmed by the City Council. They will be responsible for the activities of a
29 specified department, including but not limited to the following duties:
 - 30 1. Prepare and assign job descriptions and duties
 - 31 2. Prepare and perform employee evaluations
 - 32 3. Receive and act on employee complaints and grievances
 - 33 4. Prepare and hold regular staff meetings
 - 34 5. Provide training opportunities for employees as needed
 - 35 6. Review all of the above with the Mayor, or designee
 - 36 7. Review proposed projects with the Mayor, or designee and Council.
 - 37 8. May participate in final selection process for Public works positions.
- 38 • The following will be eliminated: H. *Public Works Director: The person appointed by the Mayor*
39 *and confirmed by the Council in charge of all public works employees.*

40 Drug and Alcohol Testing Policy and Procedures.

- 41 • The following was discussed: Employees shall not . . . "Report to work with the minimum level of
42 equal to 50% of the legal level allowed by current law of any measurable amount of prohibited
43 substances in their system."
 - 44 ○ This was suggested by the City Attorney. The current policy said "minimum in system."
45 This gives a measure.

46 Complaint procedure.

- 47 • The informal part of the complaint process was discussed. Informal action is verbal (no written
48 account). It was explained if the problem is not resolved with informal action, then formal action

- 49 will result. Formal action is documented in writing.
50 • The intent is to solve problems at the lowest level, not move something up the system
51 unnecessarily.
52 • The harassment part of the policy includes parties the city contracts with as well.
53 • Page 9. "The investigation shall include, but not limited to and interview of the complainant and
54 the alleged harasser offender."
55 • Page 9. "Records of investigations . . ."

56
57 Mandatory direct deposit was discussed.

- 58 • One concern is a seasonal person that does not have an account. A card can be loaded with the
59 pay.
60 • A positive to direct deposit is same as cash the day it is received. If you're on vacation, your
61 money goes in the bank; you don't have to pick up and deposit a check.
62 • More of the summer rec employees used direct deposit. During the rest of the year, it is about
63 50/50.

64 Hiring and Recruitment was discussed.

- 65 • Applicants that meet the minimum qualifications shall be interviewed. Upon selection, by the
66 City Administrator and Mayor. It was suggested adding "and recommendation "after "upon
67 selection". The sentence will read: "*Upon selection by the City Administrator and Mayor (for
68 full-time employees) the approved applicant is notified of hire and start date.*"
69 • ". . . and shall be given consideration if they meet minimum qualifications . . ." Changing
70 qualifications to requirements was suggested. The sentence will remain as is.

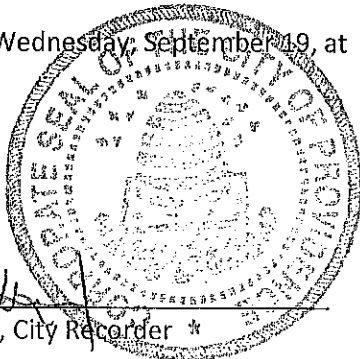
71 Employee Compensation and Welfare.

- 72 • Two ideas were discussed: compensation for the person, compensation for the job. At one point
73 the City used a step and grade system.
74 • The City Council sets the budget. The Mayor and City Administrator distribute the allocated
75 amounts.
76 • Adding a statement about the Council reviewing the compensation budget annually was
77 discussed.
78 • The pay dates will remain bi-weekly.
79 • Time cards should be marked daily. Part-time cards will be turned in weekly. Full-time cards do
80 not need to be given to the supervisor daily. The supervisor can go look at the cards daily.
81 • Pay period will run from Friday 11:31 a.m. to 11:30 a.m. the following Friday.
82 • The City office and public works will be open Monday – Friday 8:00 a.m. to 5:00 p.m.
83 • Hours worked in excess of the normal 40 hours must be recommended by the department head
84 and approved by the city administrator before the work is commenced. "Except after hour
85 emergencies" will be added.

86 The balance of the policy will be discussed at a City Council workshop on Wednesday, September 19, at
87 10:00 a.m.

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89 Minutes taken and prepared by Skarlet Bankhead.

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94 Ronald S Liechty, Mayor

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Skarlet Bankhead, City Recorder *

