

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
February 22, 2022
City Hall Council Chambers
5:00 PM

Old Business

1. Consideration and Approval of Minutes from Previous Meeting
2. Review and Approval of the Claims Report
3. Consider and discuss changes to Resignation Notice Policy.

Citizens Participation

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

New Business

1. Consider and discuss Remote Work Policy.
2. Staff Reports
3. Other Reports

Adjournment

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.

Posted: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, FEBRUARY 8, 2022
5:00 p.m.

COMMITTEE MEMBERS PRESENT: Ceri Otero, David Armstrong, Craig Diggs and Robin Harrison.

OTHER COUNCIL MEMBERS: Mayor Dan Rife

STAFF PRESENT: City Administrator Tom Short, Assistant City Administrator Greg Dagnan and City Clerk Traci Cox

Chair Ceri Otero called the meeting to order at 5:00 P.M.

OLD BUSINESS:

1. **Approval of minutes from previous meeting:** On a motion by Mr. Armstrong, the minutes of the January 25, 2022 meeting were approved 4-0.
2. **Review and approval of the Claims Report:** The Committee discussed items regarding the Claims Report. Mrs. Harrison moved to approve the claims. Motion carried 4-0.

NEW BUSINESS:

1. **Staff Reports:** Ms. Cox reported on staff participating in viewing OpenGov financial software. Mr. Dagnan reported on future policy changes including a Work from Home Policy and changing the holiday schedule to add Martin Luther King Jr. Day. The Retirement Policy has been updated and will go back to staff before presenting to committee.
2. **Other Reports:** None

ADJOURNMENT: Mr. Diggs made a motion to adjourn at 5:07 PM. Motion carried 4-0.

Traci Cox

COUNCIL BILL NO. 22-07

ORDINANCE NO. _____

An Ordinance to amend Section 800 – Miscellaneous Policies of the Personnel Policy Manual of the City of Carthage by adding subsection 806 – Remote Work Policy.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

SECTION I: Section 800 – Miscellaneous Policies of the Personnel Policy Manual is hereby amended by adding subsection 806 – Remote Work Policy.

806. Remote Work Policy:

01. At times, emergencies such as severe weather, natural disasters, or other unforeseen emergencies can disrupt city operations. In some cases, these circumstances may require the closing of a work facility. The Mayor must approve such closures. When one or more city operations are officially closed due to emergency conditions, departments must plan for remote (work-from-home) work to ensure that city operations can continue during these conditions.

02. Department Heads are responsible for deciding who from their department will be required to work remotely, and who will be required to continue to report to work as normal. Typically, emergency operations of the city (police, fire, street-clearing crews) are not applicable to work remotely. Employees who are not part of emergency operations but whose work is essential to the daily operations of the city should be designated as a remote worker if applicable.

03. If an employee is designated as a remote worker, the Information Technology department must work to ensure that the employee has the proper equipment to perform their daily functions remotely. Equipment such as a mobile phone that can receive transferred calls from a city business line, a mobile laptop computer with remote access to the employee’s work-related software and applications, and IT security equipment and/or software shall be provided by the Information Technology department for remote work.

04. Emergency operations workers and remote workers will be compensated at their normal hourly rate for the hours they normally would have worked. If a situation arises that causes an employee to work outside of their scheduled hours, that employee will be compensated at a rate of time and one half in accordance to the city’s overtime and compensatory time policies. If an employee is not required by their Department Head to report to work or to work remotely, or is required to report to work and cannot due to the inclement weather or unforeseen circumstances, that employee will not receive regular pay, but may utilize accrued leave such as personal leave, vacation leave, or compensatory leave.

SECTION II: This Ordinance shall take effect and be in force effective from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Insurance, Audit and Claims

An Ordinance to amend Section 207 of the Personnel Policy Manual of the City of Carthage, Resignation and Retirement and to amend Section 2-160 of the City Code to comply with retirement policy.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

SECTION I: Section 207 of the Personnel Policy Manual of the City of Carthage is hereby amended to read as follows:

207. Resignation and Retirement:

01. **Notice of Resignation:** In order to terminate employment in good standing, regular full-time employees are required to give at least two (2) weeks notice, and part-time employees, at least one (1) week notice prior to the effective date of resignation.
02. **Advanced Notice of Resignation:** It is the responsibility of an employee who plans to resign from employment with the City to notify their immediate supervisor in advance as follows:
 1. A written resignation will be submitted to the supervisor at least two weeks before the effective date. Accrued vacation does not count as notice.
 2. Failure to give adequate notice will be recorded in the resigning employee's personnel file and may be cause for denying re-employment with the City and forfeiture of any vacation paid upon separation pursuant to Section 502.08.
03. **Notice of Retirement:** In order to retire from employment in good standing, regular full-time employees are required to give at least three (3) months notice, and department heads or employees in exempt positions are required to give at least six (6) months notice prior to the effective date of retirement.
04. **Advanced Notice of Retirement:** It is the responsibility of an employee who plans to retire from employment with the City to notify their immediate supervisor in advance as follows:
 1. A written retirement letter will be submitted to the supervisor at least three months before the retirement date for all regular full-time employees and at least six months before the retirement date for department heads or employees in exempt positions.
 2. Failure to give adequate notice will result in the forfeiture of the employee's sick leave payout upon separation pursuant to Section 501.04.
05. **Emergency Exception Clause:** An exception to this policy may be made for emergency or extenuating circumstances that were unforeseen by the employee if so approved by the City Administrator or Mayor. Emergency and/or extenuating circumstances can be defined as an illness, accident, serious family problem, involuntary termination, or a non-recurring event that was beyond the employee's control.

SECTION II: Section 2-160 of the Code of the City of Carthage is hereby amended to read as follows:

Sec. 2-160.

- (a) 1. **Applicable at the time of passage:** The city administrator shall serve at the pleasure of the mayor and council. He shall continue to serve so long as his performance meets with the approval of the mayor and of a majority of the members of the council. He may terminate his employment at any time by giving the mayor and council thirty (30) days' written notice. At such time as he terminates his employment with the city he will be entitled to only accrued benefits, such as vacation time, sick leave, etc.
2. **Applicable to all future hires:** The Administrator shall serve at the pleasure of the mayor and council. The Administrator shall continue to serve so long as their performance meets with the approval of the mayor and of a majority of the members of the council. The City Administrator may terminate their employment at any time by giving the mayor and council thirty (30) days' written notice. In order to retire in good standing, the Administrator is required to give at least six (6) months notice prior to the effective date of retirement in accordance with Sec. 207 of the personnel manual.
- (b) The city may terminate the employment of the City Administrator by providing thirty (30) days notice. The thirty-day notice is to begin from either the first or second council meeting of each month, depending upon which meeting the majority of the members of the council voted and the mayor concurred that his employment should be terminated. A termination payment equal to one-half a month's salary will be allowed, plus any other benefits which may have accrued. In the event the termination is the result of an act of dishonesty or acts involving moral turpitude such termination payment shall not be paid.

SECTION III: This Ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: _____