

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
March 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

Citizens Participation

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

New Business

1. Consider and discuss changes to Section 502 – Vacation of the personnel policy manual.
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, MARCH 8, 2022
CITY HALL COUNCIL CHAMBERS
5:00 p.m.

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

OTHER COUNCIL MEMBERS: Mayor Dan Rife and Ed Barlow

STAFF PRESENT: 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. Diggs, the minutes of the February 22, 2022 meeting were approved 3-0.
2. **Review and approval of the Claims Report:** The Committee discussed items regarding the Claims Report. Mr. Armstrong moved to approve the claims. Motion carried 3-0.

NEW BUSINESS:

1. **Consider and discuss changes to employee Holiday Schedule:** HR Coordinator Michael Miller surveyed surrounding cities and most other cities were giving the Martin Luther King Jr Holiday to their employees. Mr. Diggs moved to add MLK Day to the holiday schedule. Mr. Armstrong moved to amend the motion to include Juneteenth as a holiday as well. Motion carried 3-0. Changes to the employee holiday schedule as amended passed 3-0.
2. **Consider and discuss changes to administrative and department head job descriptions.** Mr. Miller discussed adding the requirement to have a college degree to the job descriptions for all administrative and department head positions. An exception to this is included by substituting experience in lieu of a degree. Ms. Otero noted the job descriptions should be gender neutral and the overtime changed to reflect exempt status. After discussion, no decisions were made on the college degree requirement.
3. **Staff Reports:** Ms. Cox reported the liability and property insurance is estimated to increase 7-9%. Ollis, Akers and Arney will be providing an insurance quote in the near future. Mr. Dagnan reported staff had looked at a different dental and vision plan but currently plan to stay with existing plans.
4. **Other Reports:** None

ADJOURNMENT: Mr. Diggs made a motion to adjourn at 5:37 PM. Motion carried 3-0.

Traci Cox

Transition to Per Pay Period Vacation Leave Accrual:

A. Effective January 1, 2021, the City of Carthage will transition from an annual vacation leave accrual to a per pay period vacation leave accrual. This policy will allow for a one (1) year transitional period to be completed January 1, 2022. The new per pay period vacation leave accrual rates will be the following:

General Employees (8 Hour)

1. 80 hours per year through the completion of four (4) years of service with the City, prorated per pay period based on date of hire through the end of the year equivalent of 3.08 rounded hours multiplied by number of pay periods expected to be completed.
2. 120 hours per year during years five (5) through fourteen (14) years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 4.62 rounded hours multiplied by number of pay periods expected to be completed.
3. 160 hours per year during fifteen (15)+ years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 6.15 rounded hours multiplied by number of pay periods expected to be completed.

Police Employees (12 Hour)

1. 100 hours per year through the completion of four (4) years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 3.85 rounded hours multiplied by number of pay periods expected to be completed.
2. 150 hours per year during years five (5) through fourteen (14) years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 5.77 rounded hours multiplied by number of pay periods expected to be completed.
3. 200 hours per year during fifteen (15)+ years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 7.69 rounded hours multiplied by number of pay periods expected to be completed.

Fire Employees (24 Hour)

1. 120 hours per year through the completion of four (4) years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 4.62 rounded hours multiplied by number of pay periods expected to be completed.
2. 180 hours per year during years five (5) through fourteen (14) years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 6.92 rounded hours multiplied by number of pay periods expected to be completed.
3. 240 hours per year during fifteen (15)+ years of service with the City, prorated per pay period based on date of hire through end of the year equivalent of 9.24 rounded hours multiplied by number of pay periods expected to be completed.

Department Heads

1. 144 hours per year prorated per pay period based upon hire date (5.54 hr. rounded per pay period) and through completion of fourteen (14) years of service with the City.

2. 184 hours per year prorated per pay period during fifteen (15)+ years (7.08 hr. rounded per pay period) with the City.

B. Employees hired prior to January 1, 2021 will receive a lump sum vacation leave deposit into their vacation leave bank. This deposit will be the sum of the amount of pay periods between the employee's anniversary date (or leave date if different) multiplied by the new per pay period vacation leave accrual rates outlined in Section A. Cash payouts will not be considered. Employees will start accruing vacation leave on a per pay period basis starting on the first pay period following January 1, 2021 and will be allowed to carry over their vacation leave balances with the following maximum vacation leave caps in addition to what the employee is allowed to accrue on an annual basis:

1. No maximum vacation leave caps until July 1, 2021.

2. After July 1, 2021, the maximum vacation leave caps will be an additional 80 hours for 8-hour employees, 72 hours for 12-hour employees, and 144 hours for 24-hour employees through December 31, 2021.

3. Effective January 1, 2022, the maximum vacation leave caps will be 40 hours for 8-hour employees, 36 hours for 12-hour employees, and 72 hours for 24-hour employees.

C. Employees hired after January 1, 2021 will receive vacation leave on a per pay period basis at their accrued rates outlined in Section A on the first pay period following their date of hire. Those employees will be eligible to use their accrued vacation leave upon the completion of ninety (90) days of service to the City. Those employees will not be allowed to accrue more vacation leave than the vacation leave caps outlined in Section B.

D. Unused vacation leave may be paid to employees upon separation from the City provided the employee has completed at least one (1) year of continuous **full-time accrued** service and leaves in good standing providing a resignation notice of at least two (2) weeks in advance. Vacation may not be used as a two-week resignation notice, unless requested or approved by the Department Head and the City Administrator. The vacation leave payout shall not exceed the maximum vacation leave caps that go into effect January 1, 2022 as outlined in Section B, Subsection 3.

E. Employees with at least twenty (20) years of continuous service, employed prior to January 1, 2001, and retires from the City under LAGERS or the Police and Fire Pension between January 1, 2021 and January 1, 2025 will be eligible to receive a vacation leave accrual payout. The payout is equivalent to the amount of vacation accrued between the employee's last anniversary date (or leave date if different) and the date of retirement based on the rates outlined in Section A.