

Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B 263-13

AN ORDINANCE

amending Chapter 19 of the City Code as it relates to personnel policies, procedures, rules and regulations; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. Chapter 19 of the Code of Ordinances of the City of Columbia, Missouri, is hereby amended as follows:

Material to be deleted in ~~strikeout~~; material to be added underlined.

Sec. 19-4. Definitions.

As used in this chapter, the following terms shall have the meanings indicated in this section:

...

Grievance. Any dispute regarding the meaning, interpretation, application, or alleged violation of the terms and provisions of the existing personnel procedures, or any determination involving suspension without pay, dismissal or disciplinary demotion.

...

Permanent employees. A permanent appointment is one made to a position created without intent of limitation, and intended to exist for at least one budget year. A permanent appointment may be for a full-time position or a part-time position. In order to be considered a permanent appointment, a part-time position shall be specifically planned, approved and budgeted for a minimum of one thousand forty (~~4,000-1,040~~) hours per year.

...

Supervisory employee. Any individual having the authority in the interest of the employer to hire, transfer, suspend, ~~lay off, recall,~~ promote, discharge, assign, reward or discipline other public employees, ~~or the responsibility to direct them,~~ or to adjust their

grievances, or effectively to recommend such actions, if in connection with the foregoing, exercise of such authority is not merely of a routine or clerical nature, but requires the use of independent judgment.

...

Unclassified service. The following offices and positions are in the unclassified service: All department heads; all assistant department heads; deputy city manager; assistant city manager; assistant to city manager; deputy city counselor; internal auditor; ~~manager of cultural affairs;~~ sustainability manager; civic relations ~~officer-manager;~~ deputy fire chief; assistant fire chief; deputy police chief; assistant police chief; ~~police captains~~ financial project officer; deputy city clerk; city management fellowship.

...

Sec. 19-37. Candidacy for public office.

An employee of the city shall be placed on leave of absence under the provisions of this chapter after filing a declaration of candidacy for any public office. ~~No appointive, salaried officer or employee of the city shall continue in his/her position after becoming a candidate for any public office, provided that such employee may utilize a leave of absence during his/her campaign for such office properly granted under the provisions of this chapter.~~ An employee, upon election to any public office, shall immediately resign his/her the employee's position with the city as required by law.

...

Sec. 19-39. Political activities.

(a) ~~No appointive, salaried or elected officer or employee of the city shall solicit any thing of value to the campaign funds of any candidate for any office, nor to the campaign or permanent fund of any candidate for local office; nor shall any person solicit contributions for any political office, cause, or party from any officers or employees during any time at which the officer or employee is performing paid services for the city. No appointive, salaried or elected officer or employee of the city shall coerce or dissuade or attempt to coerce, command, advise or dissuade a city officer or employee to or from giving, lending or contributing any thing of value for political purposes. Appointive officers or employees shall not engage in any political activity while on duty or in uniform or otherwise use equipment or resources of the city. Political activity shall include but not be limited to the following:~~

- (1) Soliciting any thing of value to the campaign funds of any candidate for any office;
- (2) Soliciting contributions for any political office, cause or party;

(3) Coercing or dissuading or attempting to coerce, command, advise or dissuade a city officer or employee to or from giving, lending or contributing any thing of value for political purposes; and

(4) Any other support or opposition for any political office, cause, or party.

(b) Nothing in this section shall be construed to prevent the exercise of the rights of appointive officers or employees from engaging in any political activity while off duty and not in uniform, being a candidate for elected or appointed public office, or holding such office unless such political activity or candidacy is otherwise prohibited by state or federal law, or as citizens to express their opinions and to cast their votes.

...

Sec. 19-53. Classification reviews.

(a) All permanent city positions will be reviewed for appropriate classification on a schedule to be determined by the city manager.

(b) Reorganization, ~~reclassification~~ reassignment, and new classification ~~and special~~-requests will be reviewed by the director on an annual basis, normally during preparation of the annual budget.

(c) Classification reassignment ~~Reclassification~~-recommendations shall normally be considered by the city manager during preparation of the annual budget. ~~The city manager may, however, consider reclassifications at any time.~~ The city manager shall not ~~reclassify~~ reassign the classification of a permanent position unless the city council has provided for the reassignment ~~reclassified position~~ in the authorized personnel section of the annual budget.

...

Sec. 19-71. Minimum and maximum pay ranges.

The minimum and maximum pay ranges of ~~city~~ permanent employees shall be established by the city council by ordinance as a part of the annual budget process. The pay ranges once established by ordinance shall be in force and effect for the applicable fiscal year and thereafter until altered by ordinance of the city council. The pay ranges established by the council may include educational incentives as the council deems appropriate.

...

Sec. 19-81. Description.

(a) Generally. The city manager shall present to the city council a uniform and equitable pay plan which shall consist of the minimum and maximum rates of pay for each classification in the classification plan. In arriving at salary rates, consideration will be given to the maintenance of salary grades of the classifications in the city service in a correct relationship to one another, to prevailing rates for comparable work in other public employment and private business, the current cost of living, the suggestions of the department head, responsibilities of the position, and the policy of the city council.

(b) Compensation level for supervisors. Supervisors shall be paid at a higher base salary rate (excluding overtime and other special considerations) than their subordinates, except as unusual circumstances may justify otherwise, with written approval of the director. If, because of differences in length of service, a supervisor is paid a rate of pay equal to or lower than one or more of the supervisor's his/duly assigned subordinates, the supervisor shall be advanced to a level within the pay grade for the supervisor's his/her class which will provide a rate of pay higher than any subordinate, regardless of the supervisor's length of service.

(c) Compensation of temporary employees. Temporary employees ~~occupying classified or unclassified positions~~ shall be employed within the pay ranges established by the city manager. ~~If the duties and responsibility level of the temporary assignment closely parallel those of an established classification in degree and magnitude, then the salary range of the established classification shall be the basis for remuneration of the temporary classification. Temporary positions not paralleling full-time classifications shall have salary ranges established by the city manager.~~ Temporary employees are eligible for pay adjustments within the established pay ranges as allowed by the department head.

...

(e) Limited service compensation. An employee, who suffers a notable decrease in ability to perform normal assignments may, upon recommendation of the director ~~appropriate department head~~, and approval (or requirement) of the city manager, be transferred to a limited service status in the same or other department. The extent to which the employee is able and needed to perform useful work, as determined by the department head and director, shall be the governing factor in determining the salary to be paid. An employee on such assignment may utilize appropriate leave accruals in conjunction with time worked in order to achieve a full paycheck.

Sec. 19-82. New appointees.

(a) ~~Generally, a new permanent classified employee shall be paid the minimum rate of pay for the classification. Exceptions may be made with the approval of the director. For example, an exception may be made if the new employee exceeds the minimum qualifications or if the city has experienced difficulty in recruiting and retaining employees in~~

the classification. Generally, the initial wage for a permanent classified employee shall be set between the minimum and the midpoint of the pay grade for the classification.

(b) ~~The city manager may authorize pay adjustments for current employees in a work unit when a new employee in the work unit is hired at a rate of pay that creates an inequity in pay for current employees in the work unit. A department head who wishes to make a pay adjustment under this subsection shall submit a request for pay adjustment to the director. The director shall forward the request, along with the director's recommendation, to the city manager. In adjusting pay under this subsection, consideration shall be given to the employee's experience, qualifications, work performance and any disciplinary action taken against the employee. Beginning salaries for employees shall not be set at a rate greater than the salaries of existing employees with equivalent qualifications within the same classification.~~

(c) All salary offers shall be approved by the director prior to offering employment.

(d) A higher initial wage may be approved by the director in unusual circumstances, such as when market conditions prohibit hiring within the assigned pay grade and/or the current pay or pay grade of employees does not stimulate upward career movement or when the new employee exceeds the minimum qualifications for the position.

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Sec. 19-84. Promotions, reassignments, market adjustments ~~reclassifications~~, changes in pay grade, transfers and demotions.

(a) *Promotion.* When an employee is promoted, the employee's base rate of pay shall be increased by ten percent (10%) or the minimum of the new pay grade, whichever is greater. A supervisory employee promotion shall receive a one-time pay adjustment that is five percent (5%) greater than the highest paid subordinate's base pay ~~to at least the minimum rate for the new position.~~

(b) ~~*Upward reassignment reclassification.*~~ When an employee's position is reassigned ~~reclassified~~ to a classification in a higher pay grade, the employee's base rate of pay shall be increased by five percent (5%) or the minimum of the new pay grade, whichever is greater. A supervisory employee reassignment shall receive a one-time pay adjustment that is five percent (5%) greater than the highest paid subordinate's base pay, if necessary, ~~to fall within the pay range of the new position.~~ Subject to any guidelines established by the city manager, the department head, with the approval of the director, may increase the reclassified employee's rate of pay to any amount within the pay range of the new position.

(c) ~~*Downward reassignment reclassification.*~~ When an employee's position is reassigned ~~reclassified~~ to a classification in a lower pay grade, the employee's base rate of

pay shall not be lowered. If, after ~~reassignment-reclassification~~, the employee's base rate of pay is higher than the maximum for the pay grade, the employee's base rate of pay shall remain unchanged and shall not be increased before the maximum for the pay grade is increased to exceed the employee's base rate of pay.

(d) ~~*Market adjustments-Upward change in pay grade.*~~ When a classification is placed in a higher pay grade, the rate of pay of employees in that classification shall not automatically be increased, except that the rate of pay of employees paid below the minimum of the new pay grade shall be increased to the minimum of the new pay grade. The director generally, as part of the budget process, will compare current employee pay levels to the market and make recommendations to the city manager.

(e) ~~*Downward change in pay grade.*~~ When a classification is placed in a lower pay grade, the rate of pay of employees in that classification shall not be lowered. If, after the classification is placed in a lower pay grade, an employee's rate of pay is higher than the maximum for the pay grade, the employee's rate of pay shall remain unchanged and shall not be increased before the maximum for the pay grade is increased to exceed the employee's rate of pay. This provision shall not apply to voluntary transfers or demotions or to competitive appointments.

(f-e) ~~*Transfers.*~~ When an employee is transferred to another position in the same pay grade, the employee shall not be eligible for a pay increase, ~~the employee's rate of pay shall be adjusted, if necessary, to fall within the pay range of the new position.~~ Subject to any guidelines established by the city manager, the department head, with the approval of the director, may increase the transferred employee's rate of pay to any amount within the pay range of the new position.

(g-f) ~~*Demotions.*~~ When an employee is demoted to a previously held position (voluntarily or as a result of disciplinary actions or reductions in departmental operations), the employee's rate of pay shall be lowered to the original rate of pay of the previously held position. Any across the board or performance increases received after leaving the previously held position shall be adjusted based on the rate of pay for the original position; if necessary, to fall within the pay range of the new position.

Sec. 19-85. Pay schedules.

(a) The pay of permanent city employees shall be on the basis of established schedules of salaries for their respective classifications. An allocated salary rate may consist of an entrance rate, intermediate rates, and a maximum rate or a flat rate depending on the nature of the needs of the classification as established by the city manager. The salary rates prescribed are based on full-time employment at normal working hours for the respective classes. The salaries of over-time exempt supervisory, professional and administrative positions are fixed according to responsibilities to be fulfilled and are not based on a fixed number of hours of work per week and shall not be adjusted with variations in work schedules. All permanent classified employees shall be paid within the

salary range prescribed in the pay plan for their respective job classification subject to the provisions of section 19-84(e). The minimum and maximum salaries established for a particular classification shall be changed by city council action only.

(b) All salary transactions shall be effective at the start of a new pay period unless specifically approved by the director.

...

Sec. 19-87. Performance pay increases.

(a) Advancement to a higher salary rate within an established salary range shall be called a performance pay increase. The salary of each permanent classified employee shall be reviewed by the department head in conjunction with performance evaluations for the purpose of determining eligibility for salary increase. All personnel records, attendance, citations, and length of service shall be considered in making recommendations with major emphasis placed on the evaluation of efficiency and effectiveness of performance of services rendered. After the above analysis by the department head, and subject to the review of the director, a permanent classified employee may be entitled to upward salary adjustments until the established maximum salary for the classification has been reached.

...

(e) Service requirements for advancement within pay ranges and for other purposes as specified in these regulations, shall have the implication of continuous service, which means employment in the city service without break or interruption, such as resignation, leave without pay for more than two (2) calendar weeks, unauthorized leave, ~~extended military leave~~, and so forth.

...

Sec. 19-112. Unclassified employee's benefits.

The city manager or the manager's designee shall evaluate unclassified employees other than the city clerk, ~~assistant department heads, deputy fire chief, deputy police chief, deputy city counselor, police captains~~ and municipal judge at least annually. In making these evaluations, the city manager or the manager's designee shall consider the following: total performance; extent and finality of responsibility; diversity, difficulty and impact of the individual's work. The city manager or the manager's designee shall, based on such evaluation, determine the salary to be paid an unclassified employee, which salary shall be within established salary ranges for that employee's position. The city manager shall, in addition, have discretionary authority to make available additional fringe benefits to unclassified employees on an individual basis, which may include additional leave accrual and limits, increased insurance coverage, deferred compensation allowance, severance pay, vehicle allowance and similar fringe benefit considerations as are appropriate in the

individual circumstances. The city manager shall notify the city council of such fringe benefits. The benefits shall take effect after the next regular council meeting, unless the city council objects to the proposed benefits.

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Sec. 19-121. Holidays.

Following local and national custom in order to allow city employees to celebrate certain holidays by having a day off work without loss of pay, the following provisions shall apply:

...

(c) Permanent employees, upon completion of twelve (12) continuous months of service, shall be entitled to ~~three (3)~~ four (4) floating holidays per fiscal year. Permanent employees shall have these ~~three (3)~~ four (4) floating holidays prorated for the remainder of the fiscal year following their first twelve (12) continuous months of service.

- (1) Upon leaving city service, an employee shall be reimbursed for accrued floating holidays, provided that in the case of resignation, required notice has been given. (See section 19-202.)
- (2) An employee may accrue a maximum of ~~nine (9)~~ ten (10) floating holidays. An employee shall receive pay at the regular rate at the end of each fiscal year for each hour of floating holiday which the employee would have accrued if the maximum accrual limit had not been established.
- (3) Floating holiday leave must be requested at least two (2) calendar days in advance. Exceptions to this provision may be granted by an employee's supervisor.

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Sec. 19-122. Leave of absence without pay.

(a) A leave of absence without pay is a predetermined amount of time off from work, which has been requested by the employee, recommended by the employee's department head and approved by the director. Such leave shall not extend beyond six (6) months, but may be extended with the written approval of the department head. An employee must use all accumulated eligible leave accruals before beginning a leave of absence.

...

(d) A mandatory leave of absence occurs after a employee files a declaration of candidacy and the leave ends when the results of the election are certified. In the case of a mandatory leave of absence, an employee shall use all accumulated eligible leave accruals and then shall be placed on unpaid leave of absence status and follow the requirements of subsections (e), (f) and (g) of this section. The department head shall allow the employee to return to work at the end of the leave of absence to a position for which the employee is fully qualified.

~~(d-e)~~ If an employee's position is officially eliminated or reassigned ~~reclassified~~ while the employee is on such leave, the employee shall relinquish any claim to the position.

~~(e-f)~~ When granted a leave of absence without pay, the employee makes a commitment to return to work at the end of the leave. Failure to contact the department head at the end of the leave shall be grounds for considering the matter as a resignation.

~~(f-g)~~ During the leave of absence without pay, the employee:

- (1) Does not receive pay from the city;
- (2) Does not accrue any leave;
- (3) Cannot pay retirement contributions if the leave exceeds one (1) month in duration;
- (4) Must pay all employee's share of elected benefits ~~total group hospitalization and life insurance premiums falling due during any month the employee is not on the payroll;~~
- (5) Shall not receive any other benefits during the period of absence;
- (6) Shall, upon return to active duty, carry over accrued and unused sick leave earned prior to commencement of the leave without pay.

...

Sec. 19-129. Vacation leave.

(a) Vacation shall be earned and accumulated by pay periods according to the following charts:

...

(k) An employee may donate accrued vacation leave to another employee with the prior approval of the department head and verification by the director, provided that the

employee receiving the donation is unable to work because of a Family and Medical Leave Act qualifying ~~event condition~~ and has exhausted all eligible accrued leaves. Each hour of donated leave shall be considered an hour of leave the employee receiving the donation has accrued and shall be accounted to the employee receiving the donation at that employee's rate of pay. Unused donated hours will be maintained in a pool to be distributed to eligible employees according to procedures established by the director. Employees may also donate accrued vacation leave to the pool in lieu of losing vacation time under the maximum accrual restrictions.

...

Sec. 19-156. Employment positions.

(a) A permanent employee position is one created and intended to exist for at least one budget year and which is budgeted for at least one thousand forty (1,040) hours. A permanent employee position may be either part-time or full-time.

(b) A temporary employee position is one created and intended to exist for less than one thousand four hundred fifty (1,450) hours in any calendar year ~~unless extended to one thousand eight hundred (1,800) hours in that year by the city manager. In no event however, will the hours for a temporary employee exceed one thousand eight hundred (1,800) hours per calendar year.~~ Temporary employees have no seniority, grievance, or appeal privileges. Temporary employees shall have no benefits, provided, however, that temporary employees may qualify for LAGERS retirement under the rules of the LAGERS retirement system. A temporary employee position may be either full or part-time.

...

Sec. 19-207. General separation.

A permanent employee with at least six (6) months of service who is ~~An employee~~ removed from city service by mutual agreement or by action of the city manager under circumstances and cause less urgent or extenuating than immediate dismissal, shall be paid for any vacation, floating holiday and compensatory leave the employee has accrued. Disability separation may, with the approval of the city manager, be considered under this provision depending on specific circumstances and conditions.

...

Sec. 19-209. Return of city property.

An employee leaving the city service is responsible for returning any city property which may have been in the employee's ~~his/her~~ possession. Upon termination, such property must be returned to the department from which the employee is terminating. Failure to return city property will result in the final check ~~being held up and/or~~ having the

amount of property value deducted from the pay check as recommended by the department head, provided final pay does not fall below minimum wage rate for hours worked. All separations shall be processed on forms provided by the director and sufficiently in advance of the effective date to enable calculation and adjustment of the final check in terms of leave debits, credit union debts (if applicable), total eligible hours to be paid; and related considerations. The director shall establish eligibility for the total final remuneration in consultation with appropriate departments.

Sec. 19-210. Temporary separation (suspension).

(a) A supervisor, duly authorized by the department head, may temporarily suspend the services of a subordinate employee pursuant to division 6 of this article, and shall immediately report any suspension to the department head who shall investigate and, on the basis of the supervisor's his/her findings, shall have the authority and shall be required to take actions in accordance with the following, either separately or in combination:

- (1) Reinstatement without loss of time;
- (2) A verbal or written reprimand;
- (3) Suspension with or without pay; any suspension with pay longer than seven (7) working days shall be approved by the director, but shall in no circumstances exceed six (6) months;
- (4) Discharge.

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Sec. 19-238. Procedures for grievances and complaints.

(a) Whenever an employee eligible to file a grievance or complaint desires to do so, the employee shall follow the procedures set out in this section.

...

(d) All other grievances or complaints must be taken to the person who issued the discipline. Unresolved grievances or complaints will proceed through the department's chain of command as established by the department head.

...

- (4) Unresolved grievances or complaints involving concerns other than suspensions without pay, dismissals, or disciplinary demotions may be filed with the city manager's office within seven (7) working days of receipt of the

director's response. The city manager shall render a decision within fifteen (15) working days, and this decision shall be final and binding.

...

Sec. 19-239. Appeals to personnel advisory board.

Eligible city employees shall have the privilege of appealing grievance determinations involving suspensions without pay, dismissals or disciplinary demotions against them to the personnel advisory board provided the grievance procedure has been utilized by the employee.

Note: Organized employee groups may, through negotiations with the city, arrange to appeal all unresolved grievable issues to the personnel advisory board.

Personnel advisory board appeal procedures are as follows:

- (1) The employee or department head within five (5) working days of receipt of the director's response may file a written request with the human resources department ~~city clerk~~ for a hearing before the personnel advisory board. Such request shall set forth in substance the employee's grievance and reasons for appeal of action taken thereon. Such hearing shall be scheduled as soon as possible and shall be conducted by procedures and rules established by the personnel advisory board. The employee(s) filing the grievance shall have the option of having the hearing open or closed, and shall indicate an open or closed meeting upon filing a request for a hearing. If the employee changes his/her mind concerning opening or closing a hearing, such a request shall be made to the board which will make a determination in the matter. The employee shall have the right to be heard and to present evidence. Testimony shall be given under oath and a record made of the hearing.

Each party, as well as the board, may engage counsel and call witnesses. The board shall upon request of any party issue subpoenas and shall in a proper case issue subpoenas duces tecum for the hearing, but not for depositions. Subpoenas shall be issued, served and enforced in the same manner as subpoenas issued under Chapter 536 RSMo. by agencies created by the constitution or state statute. Technical rules of evidence shall not apply. After hearing and consideration of the evidence and within ten (10) working days after the hearing, the board shall render its recommendations in writing to the city manager. As soon as possible after the hearing, a certified written transcript of the hearing along with all exhibits produced at the hearing shall be delivered to the city manager. The city manager shall review the transcript and exhibits and, within thirty (30) days of receiving the transcript, render a decision supported by findings of fact and conclusions of law which shall be final, binding and not subject to further administrative appeal.

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Sec. 19-240. Deputy police chief and assistant police chief ~~police captain~~ appeal rights.

The deputy police chief and any assistant police chief ~~police captain~~ shall be given, upon written request, a meeting with the chief of police within forty-eight (48) hours of a dismissal, disciplinary demotion or suspension that results in a reduction or withholding of salary. At any such meeting, the chief shall provide a brief statement, which may be oral, of the reason of the discharge, disciplinary demotion or suspension and permit the employee the opportunity to respond. The result of this meeting shall be reduced to writing. This subsection shall not apply to a deputy chief or assistant police chief ~~captain~~ serving in a probationary period.

SECTION 2. This ordinance shall be in full force and effect from and after its passage.

PASSED this _____ day of _____, 2013.

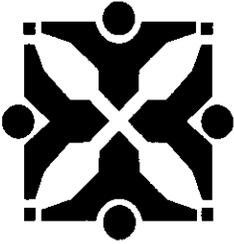
ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor



Source: Human Resources

Agenda Item No:

To: City Council
From: City Manager and Staff

Council Meeting Date: Sep 3, 2013

Re: FY 2014 Amendments to Chapter 19, Personnel Policies, Procedures, Rules and Regulations

EXECUTIVE SUMMARY:

The proposed ordinance amends Chapter 19, Personnel Policies. Changes address implementation of the new classification system and pay structures, pay administration, the addition of a floating holiday, candidacy for public office, maximum hours allowed for temporary employees, general definitions, and clarification of intent.

DISCUSSION:

1. 19-4 Definitions.
 - Grievance definition amended to clarify only suspensions without pay may be grieved.
 - Permanent employees definition amended by increasing the minimum budgeted hours for a position to be considered permanent from 1,000 hours per year to 1,040 hours per year.
 - Supervisory employee definition amended to be consistent with classification plan job group definitions.
 - Unclassified service definition amended to be consistent with classification plan job titles.
2. 19-37. Candidacy for public office.
19-39. Political activities.
19-122. Leave of absence without pay.
Amends ordinances to allow City employees to run for public office. House Bill 336 was passed by the Missouri Legislature in the 2013 session, granting first responders the right to engage in off duty political activity, and to run for and/or serve in a public office. This ordinance grants this right to all City employees. The City would require employees to take a leave of absence during their candidacy.
3. 19-53. Classification reviews
19-71. Minimum and maximum pay ranges.
19-81. Description.
19-82. New appointees.
19-84. Promotions, reassignments, market adjustments, transfers and demotions.
19-85. Pay schedules.
19-87. Performance pay increases.
19-240. Deputy police chief and assistant police chief appeal rights.
Amends ordinances to adopt the new classification system, definitions, and pay structures, and authorizes the pay administration policies to implement the system.
4. 19-112. Unclassified employee's benefits.
Clarifies that all unclassified employees other than the city clerk and the municipal judge are evaluated by the city manager or the manager's designee.
5. 19-121. Holidays
Adds one floating holiday for permanent employees, for a total of four per fiscal year. Increases the maximum accrual allowed to 10 floating holidays.

6. 19-129. Vacation leave.
Clarifies that an employee may receive vacation donation for a Family and Medical Leave Act qualifying event.
7. 19-156. Employment positions.
Eliminates the ability to extend a temporary employee's annual hours after the 1,450 hour maximum is reached in order to eliminate pension contributions for temporary employees, and to set a clear limit to use in administration of the federal Affordable Care Act provisions.
8. 19-207. General separation.
Clarifies that employees must have at least six months of service at the city in order to be paid for vacation, floating holiday and compensatory time at the time the employee separates from city service.
9. 19-209. Return of city property.
Clarifies that the value of property an employee fails to return when leaving city service may be deducted from the final paycheck, but that final paycheck cannot result in final pay falling below minimum wage for the hours worked.
10. 19-210. Temporary separation (suspension).
Authorizes suspension without pay, with time restrictions.
11. 19-238. Procedures for grievances and complaints.
Clarifies only suspensions without pay may be grieved.
12. 19-239. Appeals to the personnel advisory board.
Clarifies only suspensions without pay may be grieved.
Appeals to the personnel advisory board will no longer be filed with the City Clerk; appeals will be filed with the Human Resources Department.
Clarifies that personnel advisory board subpoenas can only be used for the hearing, not for depositions.

FISCAL IMPACT:

None.

VISION IMPACT:

<http://www.gocolumbiamo.com/Council/Meetings/visionimpact.php>

Governance and Decision Making

10 Vision Statement: Columbia's governance is a model of transparency, efficiency and citizen participation that enjoys the strong confidence of its residents.

10.1 Goal: Columbia's governance is a model of transparency, efficiency, and citizen participation that enjoys the strong confidence of its residents.

10.1.1 Strategy: Create a responsive integrated City system with clear access points to direct inquires, suggestions, and complaints.

SUGGESTED COUNCIL ACTIONS:

Adopt this Council Bill.

FISCAL and VISION NOTES:					
City Fiscal Impact Enter all that apply		Program Impact		Mandates	
City's current net FY cost		New Program/ Agency?	No	Federal or State mandated?	No
Amount of funds already appropriated		Duplicates/Epands an existing program?	No	Vision Implementation impact	
Amount of budget amendment needed		Fiscal Impact on any local political subdivision?	No	Enter all that apply: Refer to Web site	
Estimated 2 year net costs:		Resources Required		Vision Impact?	Yes
One Time	\$0.00	Requires add'l FTE Personnel?	No	Primary Vision, Strategy and/or Goal Item #	10.1
Operating/ Ongoing		Requires add'l facilities?	No	Secondary Vision, Strategy and/or Goal Item #	10.1.1
		Requires add'l capital equipment?	No	Fiscal year implementation Task #	