



City of Carthage, Missouri
**COMMITTEE ON
INSURANCE/AUDIT AND CLAIMS**

November 8, 2022 - 5:00 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of October 25, 2022 Minutes
 2. Review & Approval of the Claims Report
- 3. Citizens Participation**
(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
 1. Consider and discuss amending the Dress Code policy
 2. Staff Reports
 3. Other Business
- 5. Adjournment**

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City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

October 25, 2022 - 5:00 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Robin Harrison, Robin Blair, Tiffany Cossey. Trudy Blankenship was absent.

OTHERS COUNCIL MEMBERS: Mayor Dan Rife, David Armstrong.

STAFF PRESENT: City Administrator Greg Dagnan, City Clerk Miranda Deal, Human Resource Coordinator Michael Miller, and Police Chief Bill Hawkins

Chair Robin Harrison called the meeting to order at 5:00 PM.

2. Old Business

1. Approval of October 11, 2022 Minutes

ACTION: Motion to accept/approve item 2.1. by Robin Blair second by None;
Motion passed with a 3:0

AYES: Robin Harrison, Robin Blair, Tiffany Cossey

NOES: None

ABSTAIN: None

2. Review & Approval of the Claims Report

ACTION: Motion to accept/approve item 2.2. by Robin Blair second by None;
Motion passed with a 3:0

AYES: Robin Harrison, Robin Blair, Tiffany Cossey

NOES: None

ABSTAIN: None

3. Citizens Participation

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

Dave Armstrong spoke in favor of the job description changes and the Purchasing Manual updates. He stated that the updates to the purchasing manual were needed.

4. New Business

1. Consider and discuss changes to the Master Patrol Officer (MPO) job description

Chief Hawkins spoke on the MPO job description changes; he presented a different version than what was sent out in the packet. The changes add a supervisory training requirement that is required within one year of promotion. The other change was to replace Field Training Instructor to Field Training Officer and remove Type III from the BA Officer.

ACTION: Motion to accept/approve the amended item 4.1. by Tiffany Cossey second by None;
Motion passed with a 3:0
AYES: Robin Harrison, Robin Blair, Tiffany Cossey
NOES: None
ABSTAIN: None

2. Consider and discuss changes to the Deputy City Clerk job description
Michael Miller explained the changes that were made to the Deputy City Clerk job description. The job functions and experience needed were adjusted. This position combines the accounts receivable, accounts payable, and back up City Clerk into one. The experience needed was changed from 3-5 years to 1-2 years.

ACTION: Motion to accept/approve item 4.2. by Robin Blair second by None;
Motion passed with a 3:0
AYES: Robin Harrison, Robin Blair, Tiffany Cossey
NOES: None
ABSTAIN: None

3. Consider and discuss the revisions to the Purchasing Policy Manual
Mr. Dagnan spoke on the changes within the policy, the purchase limits have been increased and there were typos and errors throughout the policy that were fixed. The policy had not been updated since 2005.

ACTION: Motion to accept/approve item 4.3. by Tiffany Cossey second by None;
Motion passed with a 3:0
AYES: Robin Harrison, Robin Blair, Tiffany Cossey
NOES: None
ABSTAIN: None

4. Staff Reports
Ms. Deal reported that the City had a Money Market account at Guaranty Bank that was getting 0.4% interest every month. Traci had moved that money from Guaranty Bank to a MOSIP TERM account for 180 days for 4.88%. The total amount transferred over was \$1,490,906.56. Ms. Deal also reported on the progress being made with Opengov. The budget portion is almost complete and ready for department head training, and the Core Financials portion has been moved up on the schedule.

Mr. Dagnan reported that the 5 year personnel plan is complete and that he has

requested the department heads to present their requests at their next department meetings.

5. Other Business

5. Adjournment

ACTION: Motion to adjourn at 5:25 p.m. by Robin Blair second by None;
Motion passed with a 3:0

AYES: Robin Harrison, Robin Blair, Tiffany Cossey

NOES: None

ABSTAIN: None

An Ordinance to amend Section 600 – City Rules & Regulations of the Personnel Policy Manual of the City of Carthage by amending subsection 605 – Dress Code.

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

SECTION I: Section 600 – City Rules & Regulations of the Personnel Policy Manual is hereby amended by amending subsection **605 – Dress Code**.

605. Dress Code Policy:

Section 1. Overview

Since appearance standards can change over time, this policy is intended to provide individuals in all departments with a baseline of guidelines on how to present themselves in an acceptable, professional manner as employees and representatives of the City of Carthage. The City of Carthage adheres to an appearance standard that can be found in most any local professional business environment. Therefore, the following standards are established for projecting a professional image that is safe and appropriate for the various environments under which City employees work.

Section 2. General Guidelines for Dress

A. Standard Office Attire

Employees working in a standard office environment are generally expected to be neat, clean and professional in their appearances, to include attire, hygiene, hair and overall deportment. Standards of normal attire include business formal or business casual/business “smart.” The most common exception to this is that employees may wear jeans, sweatshirts or athletic shoes on “Casual” Fridays or during times of inclement weather that includes snow or ice conditions.

Appropriate “business casual” dress means:

- Clothing that projects a professional image. All clothing shall be clean and without tears, patches, rips or holes;
- Slacks, dress pants, or pants similar in style to Dockers or other makers of cotton, synthetic, wool or flannel pants;
- Casual collared shirts, dress shirts, vests, golf-type shirts, and turtlenecks; or
- Walking shoes, loafers, clogs, boots, flats and dress heels. Open toe shoes (including sandals) will be acceptable in office settings only.

Apparel worn for Casual Friday will also be allowed on any Thursday where the next day is a

City holiday, the entirety of the Thanksgiving holiday week, and from December 24 to January 2 of each year. Casual Friday attire will also be permissible for special fund raising events sponsored by the City; for special days determined by the Department Head as a reward for staff; or in the event of an HVAC system failure at work where the employee works.

B. Uniformed Department Standards

Employees who work in departments with City-assigned or prescribed uniforms are expected to adhere to their respective departmental uniform policies. Primarily this applies to the Police and Fire Departments. Such standards shall be applied consistently to all employees in a particular class of work. Others in such departments who are not subject to the uniform policy, and whose work is primarily office work, are expected to follow the standard office attire guidelines as detailed above. Any departmental uniform policy, or any part thereof, that differs from this rule must be approved by the City Administrator prior to implementation or enforcement.

A copy of any such departmental uniformed policy shall be kept by the department in an easily accessible location to its employees. Official copies of any departmental uniformed policy, must be regularly maintained in the City Clerk's Office and in Human Resources.

C. Non-office Attire

That which is appropriate in one location may not be appropriate in another. As such, each department, with approval of the City Administrator, may establish its own professional standard that may or may not include a uniform or City of Carthage logo'ed attire. Generally speaking, these standards will be for work conditions that involve mostly outside and non-office work.

A copy of any such non-office attire policy shall be kept by the department in an easily accessible location to its employees. Official copies of any departmental non-office attire policy, must be regularly maintained in the City Clerk's Office and in Human Resources.

D. City of Carthage Uniform or Logo Attire

It is important to understand the impact of wearing a City of Carthage uniform ("City of Carthage uniform" means wearing City issued clothing, or any clothing, hat, pin, logo, label, insignia, or other item that identifies the person as a City employee). By wearing a City uniform, an employee is clearly acting as a representative of the City. This applies to both on-duty and off-duty hours. In order to project an image in-line with Carthage Values, an employee should be cognizant of where they wear their City apparel and not wear it in any location that could cast the City in a bad or negative light. Additionally, an employee should not wear a City of Carthage uniform in public that is in disrepair or is otherwise not appropriate for the work setting. There is also a specific prohibition for wearing a City uniform while participating in a political campaign.

E. Hats or Head Gear

Employees who spend a majority of their work hours outside are encouraged to wear hats or other headgear while at work, whether inside or outside, in accordance with City and their

respective departmental standards. They may also wear them either outdoors or indoors, for meetings, gatherings, etc., as long as they are professional and clean in their appearance.

F. Safety Gear

Safety gear may be required for various jobs within the City of Carthage. These requirements will be under the purview of the Department Head. Additionally, employees are expected to wear apparel that protects them when they work and not have any part of their apparel (to include hair, jewelry, footwear, etc.) pose a safety hazard for either themselves or coworkers.

As slips, trips and falls are a major safety concern, it is important that City of Carthage employees make sure they wear proper footwear for the work environment. Steel-toed footwear may be subsidized by the City for those employees who lift/move heavy objects and need foot protection at work.

Employees observed not wearing protective gear as required by safety standards for their working environment might be subject to progressive discipline, up to and including termination of employment.

Section 3: Hygiene

Employees who work in a standard office environment are expected to be neat and clean and with no discernable offensive body odor nor excessive use of perfume or cologne.

Employees who do not work in a standard office environment are expected to report for work each day neat and clean with no discernable offensive body odor.

Section 4: Piercings

As described in Section 4, employees are expected to present a professional, clean, non-offensive, and non-disruptive appearance while at work. The Department Head reserves the right to request that an employee remove jewelry or objects used for piercings that are deemed unprofessional, offensive or disruptive. Should the piercing be deemed unprofessional, offensive or disruptive, the jewelry must be removed at all times while on duty.

Section 5: General Appearance Enforcement

A. Violations of Appearance Standards

In the event the employee's appearance poses a safety hazard (e.g., for wearing jewelry, loose clothing, long hair, inappropriate footwear, etc.) in the work environment, the supervisor and/or Department Head is empowered to direct the employee to immediately, if possible, address the issue.

Employees who project a less than professional image as delineated in this rule while at work, may also be directed by their supervisor and/or Department Head for determination on whether their appearance is appropriate for the workplace. Those employees whose appearance is determined by the Department Head to be inappropriate may be required to change or cover the appearance issue, or may be sent home to change or to correct the appearance issue. If the employee has to go home to correct the appearance issue, such time away from work will be counted as vacation time, or compensatory time, and if no such accrued time is available, the time off will be unpaid.

Inappropriate attire includes, but is not limited to, the following:

- Clothing that contains offensive words, cartoons or images;
- Graphic tee shirts;
- Clothing that contains political statements, slogans or campaign-related information;
- Blue denim jeans (with the exception of Casual Fridays), bib overalls, sweatpants, exercise/pants, warm-up suits, leggings/stretch pants (except when worn under a dress), and any spandex-like material pants, shorts, or undergarments;
- Shorts/culottes/skorts, tight skirts, mini-skirts, strapless dresses, and spaghetti strap shirts/dresses, midriff tops, halter tops and tube tops; or
- Shower footwear, beach flip-flops, or slippers;

B. Exceptions to Appearance Standards

Exceptions to these appearance standards while at work may be allowed by the Department Head or City Administrator for any of the following reasons:

- 1) Safety or security of the employee whereby a more restrictive policy may be enforced regularly or temporarily to help ensure a working environment free from harm based on specific conditions;
- 2) Departmental standards may be more stringent or more relaxed, as approved in advance of implementation by the City Administrator. This includes a uniformed appearance policy for departments for their respective lines of work. All elements of any departmental standard shall be consistently applied to all members of a class of employees (i.e., one standard for one employee and a different standard for another employee is prohibited) within said department; with the approval of this rule, any departmental uniform policy, or any part thereof, that differs from this rule must be approved by the City Administrator prior to implementation or enforcement;
- 3) Individual standards that may be relaxed on a person-by-person basis in light of medical issues or a physical limitations of the employee; or
- 4) Protections provided to employees under the guidelines established by Section 12 of the Equal Employment Opportunity Commission (EEOC).

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 _____, 2021.

Dan Rife, Mayor

ATTEST:

Miranda Deal, City Clerk

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