



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

December 13, 2022 - 5:00 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of November 08, 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 Section 207 - Resignation Notice Policy of the Personnel Policy Manual
 2. Consider and discuss Section 503 - Holidays Authorized of the Personnel Policy Manual
 3. Staff Reports
- 5. 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



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

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

MINUTES

1. Call to Order

MEMBERS PRESENT: Robin Harrison, Trudy Blankenship, Robin Blair, Tiffany Cossey

OTHER COUNCIL MEMBERS: Mayor Dan Rife, David Armstrong

STAFF PRESENT: City Administrator Greg Dagnan, Assistant City Administrator Traci Cox, City Clerk Miranda Deal, and HR Coordinator Michael Miller

Chair Robin Harrison called the meeting to order at 05:00 PM.

2. Old Business

1. Approval of October 25, 2022 Minutes

ACTION:	Motion to accept/approve item 2.1. by Tiffany Cossey
	Motion passed with a 4:0
AYES:	Robin Harrison, Trudy Blankenship, 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.

Motion passed with a 4:0

AYES: Robin Harrison, Trudy Blankenship, Robin Blair, Tiffany Cossey

NOES: None

ABSTAIN: None

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

Michael Miller presented the new Dress Code policy to the committee. The policy gives the departments a base policy to go off of. If the departments, such as the Police and Fire, have their own internal policy, the internal policy takes precedence. This new dress code also includes a safety portion such as wearing proper hats, attire, etc for the job being performed.

ACTION: Motion to accept/approve item 4.1 and forward to Council by Trudy Blankenship.

Motion passed with a 4:0

AYES: Robin Harrison, Trudy Blankenship, Robin Blair, Tiffany Cossey

NOES: None

ABSTAIN: None

2. Staff Reports

Ms. Deal reported that she promoted Courtney Walker to Deputy City Clerk. She also informed the committee about her human capital request for a part-time court clerk.

Mr. Dagnan reported that there was a bill being held until a more detailed breakdown is received.

Ms. Cossey asked what the next steps for the human capital plan were, Mr. Miller explained that he has prioritized the positions and when budget time rolls around, this committee will decide on new positions to be added and the budget committee will determine what positions will be able to be funded.

3. Other Business

5. Adjournment

ACTION:	Motion to adjourn at 5:23 pm by Tiffany Cossey
	Motion passed with a : 4:0
AYES:	Robin Harrison, Trudy Blankenship, Robin Blair, Tiffany Cossey
NOES:	None
ABSTAIN:	None

COUNCIL BILL NO. _____

ORDINANCE NO. _____

An Ordinance to amend Section 200 – General Employment Policies of the Personnel Policy Manual of the City of Carthage by amending subsection 207 – Resignation and Retirement.

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

SECTION I: Section **200 – General Employment Policies** of the Personnel Policy Manual is hereby amended by amending subsection **207 – Resignation and Retirement**.

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. Department Heads and/or Exempt Employees are required to give at least thirty (30) days 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 for regular full-time employees, one (1) week for part-time employees, and thirty (30) days for exempt employees/departments heads. Accrued vacation does not count as notice. Leave, paid or unpaid, may not be taken during the employee's resignation notice period unless pre-authorized by the employee's Department Head or the City Administrator.

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.

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

Sponsored by: Insurance, Audit and Claims

COUNCIL BILL NO. _____

ORDINANCE NO. _____

An Ordinance to amend Section 503 – Holidays Authorized of the Personnel Policy Manual of the City of Carthage by amending Subsection 09 and adding Subsection 10.

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

SECTION I: Section **503 – Holidays Authorized** of the Personnel Policy Manual is hereby amended by amending Subsection 09 and adding Subsection 10.

503. Holidays Authorized: All full-time employees are authorized the following paid holidays each year:

New Year's Day - January 1
Martin Luther King Jr. Day – Third Monday in January
President's Day - Third Monday in February
Memorial Day - Last Monday in May
Juneteenth – June 19
Independence Day - July 4
Labor Day - First Monday in September
Veteran's Day - November 11
Thanksgiving Day - Fourth Thursday in November
Thanksgiving Friday
Christmas Eve - December 24
Christmas Day - December 25
Personal Leave Day

In the event a holiday falls on a Saturday, the preceding Friday shall be observed. In the event that a holiday falls on a Sunday, the following Monday shall be observed. In the event Christmas Eve falls on a Sunday the preceding Friday shall be observed as the holiday.

In the event Christmas Day falls on a Saturday then the preceding Thursday and Friday shall be observed as the Christmas Eve and Christmas Day holidays.

- 01. Holiday Pay:** "Holiday Pay" is defined as a benefit to all employees which provides compensation for time not worked on a holiday or additional compensation for required time worked on the holiday.
- 02. Part-Time employees, who are not required to work on a holiday** which falls on a day which they normally would have worked, shall be paid for the hours which they normally would have worked but no additional compensation (i.e., if they normally work four (4) hours on the day of a holiday, they shall be paid for the four (4) hours which they are not working). If the holiday falls on a day which they normally would not have worked, the employee shall receive no compensation for that day.
- 03. Part-Time employees, who are required to work on a holiday**, shall be given an extra ½ hour of pay for each hour worked, in addition to their normal hourly pay, but no additional compensation. Example: A Part-Time employee who works eight (8) hours on a holiday will be paid for 12 hours total.
- 04. Full-Time Employees Not Required to Work on a Holiday** (civilian only): All full-time employees, who are not required to work on a holiday, shall be paid straight time for the hours they normally would have worked but no additional compensation. Since the employee is not required to work on the holiday, the hours spent off the job shall not be considered as "working time" as defined by the Fair Labor Standards Act.

05. **Full-Time Employees Required to Work on a Holiday** (Civilian only): All full-time employees, who are required to work on a holiday, will be paid for the hours which they normally would have worked, as a holiday benefit, plus they shall be paid time and one half for the hours they actually work on the holiday.
06. **Police Officers and Firefighters Not Required to Work on a Holiday:** Classified Police Officers and Firefighters, who are not scheduled to work on a holiday, will receive their "Base Pay" plus, as a holiday benefit, shall receive eight hours credit for each holiday listed.
07. **Police Officers and Firefighters Required to Work on a Holiday (previously scheduled)** Classified Police Officers and Firefighters, who are required to work on a holiday as a part of their normal work schedule, shall be paid their "Base Pay" plus, as a holiday benefit, they shall be paid an amount equal to straight time for the number of hours they work (i.e., A Police Officer who works a 12-hour shift will receive 12 hours as a holiday bonus. Firefighters who work a 24-hour shift will receive a 24-hour holiday bonus).
08. **Police Officers and Firefighters Required to Work on a Holiday (not previously scheduled):** Police Officers and Firefighters who are required to work on a holiday, and such work is not a part of their normal work schedule, shall be given credit for the holiday, as listed in Paragraph "07". In addition, the employee will be paid according to the City's Overtime Policy for the time worked. This requirement to work a holiday, which is not normally scheduled, should be reserved for emergency situations.
09. **Exempt Positions:** Employees who are in an exempt position as classified by the Fair Labor Standards Act will be paid their full workweek salary if they work any hours during the workweek in which the holiday falls. Exempt employees are not entitled to any additional holiday benefit pay, regardless of whether the employee is required or not required to work on the holiday.
10. **Non-Payment:** An employee who is separated or commences an authorized or unauthorized leave without pay on the last scheduled workday preceding or following a holiday, will not receive holiday pay.

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

