



HUMAN RESOURCES DEPARTMENT

City of Burlington

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AGENDA

Human Resource Policy Committee

December 5, 2016

Human Resources Conference Room

Human Resources Conference Room, 200 Church Street, Suite 102

6:30 pm

- 1) Approve Agenda**
- 2) Discussion of Social Media Policy**
- 3) Discussion of Use of City Property**
- 4) Discussion of Sick Time Policy**
- 5) Discussion of Leaves Policy**
- 6) Other Business**

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DRAFT

Human Resources Policy Committee Minutes

December 5th, 2016

Human Resources Conference Room

200 Church Street, Suite 102

6:30 pm

Called to order at 6:44pm by Adam Roof

Present: Adam Roof (AR), Karen Paul (KP), Chip Mason (CM), Susan Leonard (SL)

1. Approval of Agenda

AR moved to approve, CM seconded

2. Discussion of Social Media Policy

SL explained the City is submitting the Social Media Policy Draft for recommended approval by the City Council. The City doesn't currently have a social media policy. Beth Anderson, CIO, authored the policy and it has been reviewed and recommended by the City Attorney's Office and Human Resources.

AR asked if the submission of this policy arose from some type of issue?

SL answered that no issue prompted the creation of this policy. This policy was drafted to be pro-active about possible future employee usage issues.

CM inquired, after this policy is added to the handbook, how will the information be disseminated to employees to make sure they have the details to comply and if there would be any sort of training.

SL informed the committee that the policy would be distributed to all employees, added to the Personnel Policy Manual and discussed during new employee orientation. In addition, use of social media training was recently conducted.

AR moved to approve recommendation, passed unanimously.

3. Discussion of Use of City Property

SL explained that the new language added to the current policy was to include items such as City cell phones and tablets. Beth Anderson and Eileen Blackwood suggested the policy changes and Susan Leonard reviewed them and agreed to submit them for recommendation for City Council's approval.

AR asked how will employees receive notice of policy changes?

SL explained that every City policy gets redistributed and sent out to employees and added to the handbook.

CM asked does the City block any websites?

SL answered that to the best of her understanding, anything that the system can easily recognize as “inappropriate” (such as key words associated with pornography) is blocked. Certain sites with ads are either blocked or have a warning message pop up that require employees to have to affirmatively acknowledge they are trying to access that particular site and monitoring is done to catch inappropriate use at City Hall.

SL informed the committee that there may be updates to this policy that she will distribute to the committee for review before preparing the resolution.

AR moved to approve recommendation, passed unanimously.

4. Discussion of Sick Time Policy

SL explained “Act 69” is the paid sick time leave law for employers our size that goes into effect 01/01/2017. Our leave policy is already more generous than “Act 69”. The key changes will be that paid sick leave applies to all employees who are over 18 years old, work an average of 18hrs+/week and in positions scheduled for at least 20/weeks during the year, including temporary and seasonal employees. This law prompted an incorporation of the five elements of what sick time could be used for into our sick time policy, (most of which were already in our policy) which include:

1. The employee is ill or injured
2. The employee obtains professional diagnostic, preventative, routine, or therapeutic health care.
3. The employee cares for a sick or injured parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster-child, including helping that individual obtain diagnostic, preventive, routine, or therapeutic health treatment, or accompanying the employee’s parent, grandparent, spouse, or parent-in-law to an appointment related to their long-term care.
4. The employee is arranging for social or legal services or obtaining medical care or counseling for the employee or for the employee’s parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, who is a victim of domestic violence, sexual assault, or stalking. As used in this section, “domestic violence,” “sexual assault,” and “stalking” shall have the same meanings as in 15 V.S.Z. 1151.
5. The employee cares for a parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, because the school or business where that individual is normally located during the employee’s workday is closed for public health or safety reasons.

KP asked does this includes temporary employees? How many employees will this affect and is there a way to quantify it? How much will this cost the City?

SL explained that it does apply to temporary employees and some seasonal employees too. We can get estimates of how many employees may be affected. And this is similar to when we discussed increasing vacation time for department heads. We'll likely not see an additional cost outlay, but we will see a lack of productivity outlay. Departments will use their temp. budget accordingly. We can try to figure out a way to quantify it, but this is mandated and has to take affect by 01/01/2017.

AR asked are there any more potential changes that would be outside of "Act 69" that we should be aware of?

SL said no, except for language tweaking. Also, we may change the certification of illness when there is suspicion of abuse to make certain that we can still 'require' the type documentation that we currently accept, but will keep the council updated to those changes if any are found to be needed. SL also indicated that salaried exempt employee time keeping would be consistent with our current method of only deducting in full day increments although time off will be available in hourly increments and paid without deduction to sick leave banks.

AR moved to approve recommendation, passed unanimously.

5. Discussion of Leave Policy

SL explained the change would be "exempt" to "regular and limited service, non-union". When the policy was written, we didn't have any non-exempt non-union employees and now we do. The language in the policy now is creating a benefit that doesn't exist for non-union employees. So Non-union non-exempt employees are allowed to work limited service holidays and choose another day off. Without the change in policy language, non-union non-exempt employees may be paid time and a half for working that limited service holiday too, which is not an intentional benefit combination offered.

AR moved to approve recommendation, passed unanimously.

6. Other Business

None

7. Adjournment

AR motioned to adjourn at 7:02, KP seconded.

Committee Members:

Karen Paul, City Councilor, Ward 6 – Committee Chair

Chip Mason, City Councilor, Ward 5

Adam Roof, City Councilor, Ward 8