HUMAN RESOURCES DEPARTMENT
City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401
Voice (802) 865-7145
Fax (802) 864-1777
Vermont Relay: 7-1-1 or 800-253-0191

AGENDA
****Special Meeting****
Institutions and Human Resource Policy Committee
February 29, 2016
200 Church Street, Suite 102, Human Resources Conference Room
5:30 pm

1) **Approve Agenda**

2) **Discussion of UVM Memorandum of Understanding – Expected Executive Session**

3) **Update to City Policy 6.5.d Sick Bonus**

4) **Update to City Policy 5.4.e Redlining**

5) **Update to City Policy 5.7 Non-Exempt Overtime**

6) **Update to City Policy 6.7 Workers' Compensation**

7) **Other Business**

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To: Human Resources Committee
From: Susan Leonard, Human Resources Director
Date: February 26, 2016
Re: Personnel Policy Changes: 6.5.d Sick Bonus, 5.4.e Redlining, 5.7 Non-Exempt Overtime, 6.7 Workers' Compensation

We bring forth for your consideration the following proposed changes to City personnel policy:

6.5.d. Sick Bonus

Employees who use less than one (1) day of sick leave in a quarter of a fiscal year and continue to use no sick leave in the following quarters, shall be paid a bonus each quarter, which shall be calculated according to the following schedule. A "day" shall be equal to the employee's average daily hours worked.

1) First full quarter of employment - $25.00
2) Next quarter - $50.00
3) Next quarter - $75.00
4) Next quarter - $100.00

Use of sick leave in a quarter shall result in a reduction of the sick leave bonus for the quarter according to the following schedule:

(Effective 7/17/00)

1) One day of sick leave used in a quarter: bonus for that quarter decreases by $25.00 from the amount received in the previous quarter;
2) Two days of sick leave used in a quarter: bonus for that quarter decreases by $50.00 from amount received in previous quarter;
3) Three days of sick leave used in a quarter; bonus for that quarter decreases by $75.00 from the amount received in the previous quarter.
4) More than three days of sick leave used in a quarter: bonus for that quarter is zero.

Employees who use sick leave and have their bonus reduced shall proceed each quarter through the schedule as set forth above. As an example, an employee who has progressed to the point of having received a $100.00 bonus the previous quarter and who uses two days of sick leave in the quarter shall be paid a bonus of $50.00 for that quarter, and shall be eligible for a $75.00 bonus the following quarter, etc.

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6.5.d. Wellness Bonus

Beginning July 1, 2016, each employee (even those who do not receive their health benefits through the City and have accepted the insurance buyout, will be eligible for up to $400.00 per year as a wellness bonus. Wellness bonuses are available if an employee provides proof of participation in the following wellness activities in the amounts stated:

1) Annual physical examination with primary care physician or physician's assistant --$100.00.
2) Annual or semi-annual dental examination (cleaning) with dentist or dental assistant -- $100.00.
3) Completion of annual online risk assessment/Know Your Numbers campaign by the stated deadline --$100.00. Deadline will be identified each year no less than three months after the start of the fiscal year.
4) Participation in a list of approved wellness activities designated by Human Resources --$50.00. Each for up to a total of $100.00. For purpose of example only, these activities may include: proof of health club or gym membership, proof of enrollment in a weight management program, proof of completion of a smoking cessation program, proof of completion of any of the preventative care screenings included in the City's health plan, such as mammogram, annual gynecological exam, colonoscopy, prostate exam, or proof of participation in any of the offerings included in the City's EAP program.

An employee may petition the Human Resources Director to add a particular wellness activity to the list of approved activities at any time. The HR Director will respond to the request within ninety days. Eligibility for that activity will become effective at the first of the month following approval. The decision of the HR Director as to whether an activity is added to the list is final.

Proof of participation means a statement or receipt from a health care provider to the employee's insurance carrier for services provided or a receipt for payment to a wellness provider such as a health club or a sworn statement signed by a provider that the employee attended at least 80% of the sessions in a wellness program. Employees may submit the proof of participation to the City's healthcare administrator at the address provided by Human Resources; the administrator then will provide a list of approved activities to the City's payroll department or provider on a monthly basis. Payment will be made to the employee at the next payroll following receipt of the administrator's list. If none of those methods of proof is available, the Human Resources Director, at his/her discretion, may accept other proof of participation.

5.4.e REDLINING

If, as the result of a transfer in lieu of layoff or a reclassification which causes an employee to move from his/her former classification grade to a classification grade with lower pay, then the employee will be paid a the rate of their former position for ninety (90) days from the date of the change of position. At the end

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of ninety the (90) day period, the employee will be placed in the new grade at the step level that reflects his or her years of service with the City. If as the result of a reorganization, an employee is moved or the job is reclassified to a classification grade with lower pay, the employee's compensation will be frozen at the rate of their former position until such time as COLA, market increases or other adjustments in the pay tables cause the new paygrade to meet or exceed the employee's former rate of pay. At that time, the employee will become eligible for step and COLA increases associated with the new position classification.

5.7 NON-EXEMPT OVERTIME

Regular City employees who are non-exempt according to the FLSA shall ~~be paid~~ earn one and one half times their regular straight time rate of pay for all authorized time worked in excess of the normal work day or work week.

Before the overtime is worked, a supervisor may notify an employee, or an employee may request, that some or all of the time will be paid as compensatory time instead of overtime pay. Use of compensatory time off is subject to approval from the supervisor, but the employee must be allowed to use the compensatory time within a reasonable period of requesting the time off, as long as the use does not unduly disrupt the operations of the department or force the use of overtime by another employee. If the time off cannot be permitted within a reasonable period, it must be paid as overtime.

No employee may accrue more than 240 hours of comp time. Accrued compensatory time that cannot be used within the same fiscal year as earned shall be paid as overtime to the employee in the last paycheck of the fiscal year or upon employment termination, whichever comes sooner. Compensatory time off may be carried over to the next fiscal year only with the written approval of the Department Head.

Paid time off due to sick leave, holiday or vacation leave shall be included as time worked for purposes of calculating overtime eligibility. Overtime shall be distributed as equitably as possible among eligible employees.

6.7 WORKERS' COMPENSATION

Subject to the State required minimums and maximums, sixty-six and two-thirds (66 2/3) percent of the average gross wage earned during the twelve (12) weeks preceding the injury, plus a small amount for each dependent child, tax exempt.

Except as otherwise provided in a collective bargaining agreement, employees receiving Workers' Compensation payments are not entitled to receive payments for any other benefits, such as holiday, vacation, or sick leave, at the same time.

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The wellness bonus will be effective 7/1/16. All other policies would be effective following City Council approval and Mayoral signature of the resolution.

Thank you for your consideration

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DRAFT

Human Resources Policy Committee Minutes

February 29, 2016

Human Resources Conference Room

200 Church Street, Suite 102

5:30 pm

Called to order at 5:41 by KP

Present: Karen Paul (KP), Chip Mason, Brain Lowe (BL), Susan Leonard (SL)

1. **Approval of Agenda**
   CM moved to approve, KP seconded

2. **Executive Session**
   CM moved to go into executive session to discuss the UVM Memorandum of Understanding, the premature disclosure of which would put the City at disadvantage in negotiations. KP seconded. Executive session began at 5:43. Those present – KP, CM, BL and SL. KP motioned to come out of executive session at 6:11, seconded by CM.

3. **Elimination of City Policy 6.5.d, Sick Bonus To Be Replaced by a Wellness Bonus**
   SL explained that this change is to mirror contract language in two contracts. Replacing the sick bonus with a wellness incentive represents a change in culture. Instead of paying employees to come in while they are sick, which spreads illness, creates potential for greater organizational safety and workers' compensation liability and reduces productivity – we are giving employees the incentive to take proactive steps to seek preventative care, health risk assessment and increase healthy behaviors. CM moved to approve recommendation, KP seconded

4. **Update to City Policy 6.7, Work-Related Injury Leave**
   SL explained this is a housekeeping update is to remove language referring to sick bonus because the sick bonus is proposed for elimination. KP moved to approve recommendation as a matter of housekeeping if approval to eliminate the sick bonus is approved, CM seconded.

5. **Update to City Policy 5.7.e Redlining**
   SL indicated that the policy change was being brought forward at the direction of the Board of Finance following a request for deviation from policy as a part of a BED reorganization. The CM indicated that he did not see an economic benefit to this policy change, nor did he support paying employees a higher rate to perform lower level work beyond the 90 days already allowed for in the current redlining policy, especially when using tax payer dollars to do so. In addition, we should keep the policy the same for all employees regardless of union/nonunion status. KP stated and CM agreed that we should not move this policy change forward. SL indicated that she would take this back to the administration to determine if they wanted to move forward.

6. **Update to City Policy 5.7 Non-Exempt Overtime**
   SL indicated that the purpose of this policy was to provide flexibility in scheduling non-union, non-exempt hourly employees. KP indicated that to remain consistent with the recommendation to keep parity between union and non-union employees, SLL should make sure this policy is consistent with AFSCME contract language before moving forward. CM agreed. KP moved to approve recommendation to mirror AFSCME language. CM seconded.

7. **Other Business**
   None

8. **Adjournment**
   KP motioned to adjourn at 6:33, CM seconded.

Committee Members:

Karen Paul, City Councilor, Ward 6 – Committee Chair

Chip Mason, City Councilor, Ward 5

Adam Roof, City Councilor, Ward 8