



PERSONNEL BOARD

December 13, 2024
10:00 AM, 17221 E. 23rd St. S. Room 117

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CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Approval of November 8, 2024 meeting minutes

OLD BUSINESS

1. No old business for review

NEW BUSINESS

1. Review of proposed Timekeeping Policy
2. Review of proposed Unpaid Time Off verbiage to follow Section J - Leave of Absence Without Pay

SCHEDULE OF NEXT MEETING

ADJOURNMENT

**INDEPENDENCE PERSONNEL BOARD
MEETING MINUTES
NOVEMBER 8, 2024
IUC Room 117
17221 E. 23rd St. S Independence, MO 64057**

Members Present

Laura Dominik, Chair
Cindy Troutman
Krys Lugenbeel

Members Absent

Arthur Freeland
Karl Blair

Staff Present

Mike Jackson, Interim Human Resources Director
Carissa Smith, Human Resources Manager
Nadine Menefee, Human Resources Generalist
Linsey Kolisch, Assistant City Counselor, Lauber Municipal Law, LLC

A Quorum was established.

A meeting of the Personnel Board was held on Friday, November 8, 2024, commencing at 10:14 a.m., IUC, Room 117.

Call to Order

The meeting was called to order at 10:14 a.m. by Laura Dominik.

Roll Call

Laura Dominik, Chair - Present
Cindy Troutman, Board member - Present
Krys Lugenbeel, Board member - Present
Mike Jackson, Interim Human Resources Director - Present
Carissa Smith, Human Resources Business Manager – Present
Nadine Menefee, Human Resources Generalist- Present
Linsey Kolisch, Assistant City Counselor, Lauber Municipal Law, LLC – Present

Laura Dominik introduced the new board member, Krys Lugenbeel.

Approval of the July 12, 2024, Personnel Board Meeting Minutes

Laura Dominik made a motion to approve the minutes as written. Cindy Troutman seconded the motion. Board approved unanimously. **Motion Carried.**

Old Business

Proposed Personnel Policy Revision: Article VIII – Drug & Alcohol Policy

Mike Jackson updated the board on the direction the City has decided to take since the last Personnel Board meeting regarding the Drug & Alcohol Policy. The City has done significant research, including speaking with subject-matter experts, on the topic. After taking into consideration all the information, the

City has decided to review and update its current Drug & Alcohol Policy. The goal is to have a draft policy ready for board review in the first quarter of 2025.

New Business

Review of Upcoming Work Presented by Human Resources

Human Resources is continuing to review the existing policies and is drafting an employee handbook that would outline important policies and expectations for employees including a code of conduct, neither of which the City currently has. Copies of the preliminary drafts of the employee handbook and code of conduct were disseminated to the board. Mike and Carissa walked through both preliminary drafts with the board and discussion was held about the importance of both and suggestions for additions, deletions, and changes. Further discussion will be held at a future meeting once Human Resources has had time to complete the drafts.

Next Meeting

Friday, December 13th, 10:00am, in IUC Room 117.

Adjournment

Cindy Troutman made a motion for adjournment at 10:52 a.m. Krys Lugenbeel seconded the motion. Board approved unanimously. **Motion Carried.**



Time Keeping Policy Draft

The City of Independence is committed to complying with all applicable timekeeping and wage payment laws and making sure all non-exempt (hourly) employees are paid accurately for all hours worked.

This policy is designed to help hourly employees, and their supervisors understand the City's timekeeping and wage payment expectations as well as promote the efficient processing of payroll. The time keeping policy is intended to outline key expectations but is not intended to be inclusive of all potential situations and outcomes. The City reserves the right to amend and update the policy as needed with or without advance notice.

Please note that this policy and the provisions within may differ for hourly employees who are members of recognized unions.

Employees are encouraged to discuss any questions regarding the time keeping policy and expectations with their supervisor or Human Resources.

Work Time

Work time is all hours where work is performed on behalf of the City of Independence. Work hours may include but are not limited to regular duties, administrative tasks, training, and addressing system issues. This also includes any work that is performed before, during, or after regular working hours.

Breaks

Breaks are off-duty periods provided by City policy, union agreements, or law. During your break time no work should be performed.

Employees shall be entitled to one fifteen (15) minute break during each one-half shift of four (4) hours or more. Employees may not accumulate break time one day to the next. Compensatory time will not be granted if an employee does not take their break.

Work Schedules

All hourly employees are required to record all time worked. Employees are expected to clock in prior to beginning work and are expected to clock out and stop working once clocked out. At no time should employees perform work of any nature while not clocked in.

Employees are also required to clock out any time they leave the work site for any reason other than assigned work duties.

If an employee's regular schedule changes, the supervisor is expected to notify payroll of the schedule change as soon as the schedule change is known.



Time Away From Work

Hourly employees are to submit TAFW requests for any time not worked during their scheduled shift, except during scheduled meals and breaks. If they do not wish to be paid, they should submit TAFW for Absent without Pay so that their total scheduled hours are fully accounted for. Pay adjustments should not be used in place of TAFW requests unless the employee is unable to submit a TAFW request and it is at the end of the pay period. Supervisors are expected to review and approve or decline TAFW requests in a timely manner.

Daily Time Records (Clocking In/ Out)

It is the responsibility of each hourly employee to clock in and out at the beginning and end of each scheduled workday to be compensated for the time worked, meal periods, and/or leaves accurately and completely for each pay period. Employees are allowed to clock in no more than 5 minutes prior to, or 5 minutes after the start of their scheduled shift, or no more than 5 minutes prior to, or 5 minutes after the end of their scheduled shift, unless authorized to do so by a supervisor or manager. Hourly employees leaving for personal reasons during the day must clock out when leaving and clock back in upon returning.

It is unacceptable for employees to wait until the end of the week or the end of the pay period to enter or adjust time worked. All employees are expected to clock-in and clock-out at the beginning and end of a day where work is performed.

Missed Punches and Adjustments

Employees who miss a punch should notify their manager, supervisor, or designee immediately via email of edits that need to be made to the timecard. All edits and corrections must be made prior to payroll closing for the pay period the edits or corrections fall into. Any adjustments made to timecards must be accompanied by a comment by the supervisor as support for why the adjustment was made. Supervisors must email payroll with any errors, edits or corrections that are found after payroll has closed. Failure to make the necessary edits or corrections prior to payroll closing may result in the hours being adjusted and/or added to the next pay period.

Timecard Approval

At the end of each pay period, non-exempt employees are required to verify their time worked and leave hours recorded for the pay period by approving their timecard in the time keeping system. All payroll records must be finalized and approved by employees and supervisors by Monday at 12:00pm following the end of the pay period for employees. Supervisors need to ensure that all exceptions have been resolved prior to approving timecards. By approving the electronic timecard, employees are attesting that to the best of their knowledge the information submitted is complete and accurate. All timecards must be reviewed and approved by both the employee and supervisor.

Supervisor Responsibilities

Each supervisor is responsible for:



- Ensuring that employees have the correct project/departmental codes, overtime or premium codes for their assignments and time worked.
- Periodic review of timecards throughout the pay period to ensure all corrections are made prior to close of payroll.
- Ensuring that all employees maintain accurate time records.
- Employee timesheets must have a schedule for all days with regularly scheduled hours.
- Ensuring that all employee timecards fully account for scheduled work hours through a combination of hours worked and TAFW requests.
- Ensuring that all employees account for all hours worked (whether scheduled or unscheduled).
- Approving all overtime.
- Ensuring that all timecards are accurate and approving all timecards prior to the payroll cut off outlined in the above "Timecard Approval" provision of the policy.
- Anyone responsible for timekeeping must delegate their payroll responsibilities to another timekeeper any time they will be unable to review and approve timecards.
- Daily oversight of this policy.

Timekeeping Provisions for Exempt Employees

All exempt (salaried) employees are expected to approve their timecards in the time frame designated by their supervisor but no later than Monday at 12:00pm following the end of the pay period for employees.

Exempt (salaried) employees are expected to submit TAFW requests for time off taken that is equal to one half a day (4 hours) or a whole day (8 hours).

Timekeeping Policy Non-Compliance

The City of Independence expects all employees to demonstrate the highest degree of integrity, responsibility, and professional conduct at all times. Engaging in any of the activities listed below will be considered a violation of the timekeeping policy and can subject employees to disciplinary action up to and including termination as outlined in the City's Personnel Policies and Procedures Manual (PPM).

Violations of the timekeeping policy include but are not limited to:

- Unauthorized tampering with the timekeeping hardware or software is considered a serious
- offense
- Punching in/out for another employee (a.k.a. "buddy punching").



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- Interfering with another employee's use of time clocks.
- Failure to use the time system properly.
- Falsification of time records.
- Excessive missed punches without a valid (specific) reason.
- Repeated failure by employee or supervisor to approve timecard(s)

DRAFT



Unpaid Time Off Policy

The purpose of this policy is to outline the expectations related to Unpaid Time Off (UTO) for City employees. This policy will apply to all non-represented employees and represented employees where either a governing union agreement or departmental policy does not have a provision that covers UTO.

Definition:

UTO is an authorized absence from work without pay for up to three (3) consecutive scheduled workdays. UTO may be granted for medical or personal reasons after an employee has exhausted all applicable Vacation Leave, Sick Leave, Personal Business Leave, and/or any other types of leave.

Eligibility:

All regular, full-time and regular, part-time employees are eligible upon hire for UTO.

In cases where UTO is requested for personal reasons, an employee's accrued but unused leave balances must be exhausted before UTO will be approved and commence.

In cases where UTO is requested for medical reasons and where FMLA and/or ADA do not apply, an employee's accrued but unused leave balances must be exhausted before UTO will be approved and commence.

Length of Absence:

UTO will be granted in whole day increments only. It may be granted for a single scheduled workday or a number of consecutive scheduled workdays up to a maximum of three (3) scheduled workdays. Unpaid absences of more than three (3) days must be requested under the Leave of Absence Without Pay policy outlined in the City Personnel Policy and Procedures Manual, Article IV. Hours of Work and Leave, section J.

Requests and Approvals:

Employees must submit a written request for UTO to their immediate supervisor as soon as possible when the need for UTO becomes apparent but no later than 2 hours before the start of their scheduled shift for the day. The written requirement for UTO may be waived in emergency situations.

Supervisors are responsible for obtaining approval from the department Director and communicating them in writing to the employees. Approvals must clearly define the duration of the UTO and the date the employee is expected to return to work.

UTO approvals must take into consideration the staffing and budgetary needs of the department. UTO requests may be denied on the basis of these or other reasonable considerations.

Commented [LD1]: Should we present this as a change to the current policy in Section J - Leave of Absence Without Pay? If so, change name to UTO?



Other Provisions:

Employees who are absent from work without approval of their supervisor may be subject to disciplinary action up to and including termination of employment. Such absences will be taken as UTO.

Upon returning to work from UTO that was granted for medical reasons, an employee is expected to provide a return-to-work (RTW) document from a physician that establishes the employee's fitness for work.

An employee who fails to return to work by the expected return date **will be** considered to have voluntarily resigned their position with the City.

Commented [LD2]: Will be or May be?
Current Section J says may be.