



**** AGENDA ****

City Commission Study Session

Wednesday, May 4, 2022

Conference Room 1AB

516 Mechanic Street

Following City Commission Meeting

- Strategic Plan Update.
- Personnel Policy Changes.

Tentative Agenda for May 18th Commission Meeting at 11:00 a.m.

- ORDER OF BUSINESS
- PROCLAMATIONS
 - Proclamation Recognizing May as MUPP "Walk, Run & Bike Days" in Emporia.
- PUBLIC FORUM
- NEW BUSINESS
 - Approve Lease agreement for Mini Excavator for Underground Utilities.
- COMMUNICATIONS
- CONSENT AGENDA
- INFORMATIONAL ITEMS
- GOVERNING COMMENTS
- EXECUTIVE SESSION
- ADJOURNMENT

**If you need accommodations due to a disability to participate in this event, meeting, or activity, or alternative format of written materials contact Jeff Lynch, City of Emporia ADA Coordinator at least 48 hours before the event at 620-343-4275 or jlynch@emporia-kansas.gov*

Memo

To: City Commission

From: Deardoff - Witt

Subject: Strategic Goals

Date: April 28, 2022

A copy of the final draft will be distributed Monday evening or Tuesday morning. This draft will be discussed at your May 4th study session and once any changes or additions are made the final report and goals will be ready for adoption on May 18th.

Thanks for your attention to this process.

Memo

TO: City Commission

FROM: City Manager's Office

CC: Department Heads

DATE: April 28, 2022

SUBJECT: Personnel Policy Changes

We are in the process of revising the City Personnel Policy Manual, and City Staff is recommending some policy changes. Staff believes these changes along with modifications to salary and benefits will be necessary over the next year to allow us to retain and recruit team members.

1. Addition of parental leave:
 - a. *The City recognizes the importance of supporting new parents with time off to bond with their child. The parental leave program allows eligible employees paid time off for welcoming a new child into their home. Parental leave provides up to six (6) weeks of paid time off for purposes of bonding with and caring for the child.*
2. Vacation:
 - a. *Vacation has been modified to increase leave and carryover. These changes will better align our city with our peer organizations and make us more competitive in the labor market.*
 - b. *Proposed Changes:*

3. LENGTH OF SERVICE	FULL-TIME EMPLOYEES	VACATION HOURS ACCRUED PER YEAR	MAXIMUM ACCRUAL
0-4 years	8 hrs per month	96	144
5-9 years	12 hrs per month	144	216
10-20 years	14 hrs per month	168	252
20+ years	16 hrs per month	192	288

Firefighters

LENGTH OF SERVICE	FULL-TIME EMPLOYEES	VACATION HOURS ACCRUED PER YEAR	MAXIMUM ACCRUAL
0-4 years	12 hrs per month	144	216
5-9 years	18 hrs per month	216	324
10-20 years	21 hrs per month	252	378
20+ years	24 hrs per month	288	432

c. *Current Vacation Policy:*

LENGTH OF SERVICE	FULL-TIME EMPLOYEES	VACATION HOURS ACCRUED PER YEAR	MAXIMUM CARRYOVER
0-10 years	8 hrs per month	96	120
11-15 years	10 hrs per month	144	120
16-25 years	12 hrs per month	168	120
25+ years	14 hrs per month	192	120

Firefighters

LENGTH OF SERVICE	FULL-TIME EMPLOYEES	VACATION HOURS ACCRUED PER YEAR	MAXIMUM CARRYOVER
0-10 years	12 hrs per month	144	180
11-15 years	15 hrs per month	216	180
16-25 years	18 hrs per month	252	180
25+ years	21 hrs per month	288	180

4. Residency:

a. New Policy

Employees are expected to reside within a 60-minute drive time of their primary, assigned work location.

b. Current Policy

Employees are required to live within Lyon County or adjacent Counties. Department heads must reside within Lyon County.

5. Holidays:

a. *Adding Martin Luther King Day (MLK).*

b. *Adding ½ day for Christmas Eve.*