



PERSONNEL COMMITTEE AGENDA
Adel City Hall, 301 S. 10th Street, Adel, IA 50003
Tuesday, March 3, 2020 at 6:00 p.m.

NEW BUSINESS

- a) December 3, 2019 Minutes
- b) February 5, 2020 Minutes
- c) Employee Handbook
- d) Parks and Recreation Job Descriptions
- e) Property, Liability, Auto, Workers' Compensation, and General Insurance

OTHER BUSINESS

ADJOURNMENT



December 3, 2019 Personnel Committee - Minutes

The City of Adel's Personnel Committee met in the council chambers at Adel City Hall, 301 South 10th Street, Adel, Iowa, on December 3, 2019 at 6:45 p.m.

Miller called the meeting to order at approximately 6:57 p.m. Members present: McAdon, Miller, and Selby. Others present: Finance Director Sandquist and Public Works Director Overton.

McAdon motioned, seconded by Selby, to approve the July 2, 2019 minutes. Motion carried unanimously.

Discussion began on the employee handbook. Miller noted that a draft had been distributed with comments and some questions. Miller stated that most of the changes were related to formatting or had been recommended by legal. Sandquist noted that Ahlers & Cooney had suggested lowering the maximum sick leave accrual to 480 hours. However, many staff members stated that this change would make the City quite lower than other cities. Sandquist stated that department heads are recommending maintaining the current rate of 960 hours and reviewing further.

Sandquist stated that the current handbook does not fully address the former public works union, which had a separate collective bargaining agreement until June 30, 2019. Compensatory time was the main issue that would need to be reconciled. Sandquist stated that a compromise of 80 hours would help with staff shortages. Moving the payout to June would keep comp. time cash outs at the same rate as being earned.

Miller asked about the next steps for the handbook. Sandquist stated that, as the handbook has worked its way through staff and department heads, the committee should provide input before a final draft is developed. McAdon asked whether the handbook was being expanded with the public works union agreement. Sandquist stated that the union agreement was being incorporated into the handbook. For example, public works staff receive overtime at anything over eight hours in a day, whereas administration staff receive overtime at anything over 40 hours in a week.

Miller asked about leave donation. Sandquist stated that department heads did not come to a consensus about this proposed policy. Sandquist noted that Ahlers & Cooney had recommended using vacation only if pursued. Miller suggested abandoning the leave donation policy unless staff were serious about it.

Overton noted that another area of discussion is vacation. Sandquist stated that department heads had expressed support for vacation increases every five years, whereas the current policy has a few ten-year periods. Miller asked whether the proposal would stair-step every five years. Sandquist stated that adding a week every five years could become too much, since some staff do not use all their vacation.

Miller stated that changing the years of service would require changing the amount of vacation offered. The committee agreed that 30 days of vacation is a significant amount. Sandquist stated that the longevity award needs to be factored into the hourly rate for overtime purposes. McAdon noted that this change should be separated for wage increase purposes. The committee asked for time to review the handbook updates. Sandquist stated that the handbook will be evaluated, updated if needed, and readopted annually going forward.

Discussion moved to the City's property, liability, auto, workers' compensation, and general insurance. Miller stated that the City has reviewed examples of insurance agent best practices and has compared them to the current providers. Staff concerns have brought this issue to the committee. Miller stated that a formal RFP process does not need to be used. Sandquist stated that the change can be made mid-year and does not have to be made today.

Sandquist stated that the City's insurance provider, EMC, would not change. McAdon stated that the City should open the process to any agents who work with EMC. Sandquist stated that an RFP could be used.

With no other business, the meeting was adjourned at approximately 7:25 p.m.
Respectfully submitted: Anthony Brown, City Administrator

**Personnel Committee
February 5, 2020 – Meeting Minutes**

The City of Adel's Personnel Committee met in the council chambers at Adel City Hall. Miller called the meeting to order at 6:03 p.m. Members Present: Miller, McAdon, and Selby. Others Present: City Administrator Brown, Police Chief Shepherd, Teamsters Local 238 Business Agent Hoffman, and Officer Keller.

NEW BUSINESS

a) Teamsters Local Union 238 – Request to Open Negotiations per Article 24 of the 2019-2022 Collective Bargaining Agreement and Presentation of Initial Proposal (Article 20 Wages)

Hoffman presented the police union's initial proposal of an across-the-board 3% wage increase July 1, 2020 and a 3% increase January 1, 2021. Hoffman noted that the union used comparable populations based on PERB's guidelines.

The City asked clarifying questions about the proposal and the comparisons.

b) City of Adel – Presentation of Initial Proposal (Article 20 Wages)

Miller presented the City's initial proposal of a 2.5% wage increase July 1, 2020. Brown provided information and context regarding the City's budget.

The union asked clarifying questions about the proposal and the budget information.

c) Closed Session Pursuant to Chapter 20 of the Code of Iowa – Negotiations

Per Chapter 20 of the Code of Iowa, the committee and the union entered a closed session for wage negotiations.

Exiting the closed session, the committee reached a tentative agreement with the union as follows: an across-the-board wage increase of 3% July 1, 2020.

ADJOURNMENT – 7:18 p.m.

Respectfully submitted: Anthony Brown, City Administrator

~~THE~~ CITY OF ADEL
JOB DESCRIPTION

TITLE: PARKS MAINTENANCE LABORER

DEPARTMENT: PARKS AND RECREATION **FLSA:** HOURLY

DATE: REVISED ~~FEBRUARY 2020~~ MARCH 2020

REPORTS TO: ~~DIRECTOR OF PARKS AND RECREATION~~ PARKS SUPERINTENDENT

PURPOSE OF POSITION

Under supervision and direction of the ~~Park and Recreation Director~~ Parks Superintendent, performs, ~~as directed~~, all activities of the Parks Department. Assists with and, as directed, coordinates the daily activities of the Department by determining manpower, equipment, and material needs for specific jobs, providing instruction and guidance, and inspecting final results as necessary. Position is that of a “hands-on” operator, required to assume all duties and be proficient in all aspects of Parks Department functions and operations. Works within established policies and Department objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

As directed, ~~P~~perform all daily operations of the Parks Department and; ~~C~~coordinates activities with other departments as needed. Makes ~~director~~ Superintendent aware of infrastructure needs when discovered.

Acting upon verbal or written instructions from the Superintendent, Park and Rec. Director, City Administrator, Parks employees, Citizen complaints or written or verbal work orders. Inspects problem areas to determine the nature of work required and notify ~~Parks Director~~ Superintendent of requirements.

~~Complies with City Safety Program.~~ Assures compliance with OSHA standards.

As directed and in collaboration with the Superintendent, ~~M~~maintains and monitors the City Parks and Athletic Fields, Cemeteries, and Waste Water Treatment Plant to assure they are clean and maintained for safe public use. Assists with emergency maintenance needs outside of normal business hours.

Planting/care of trees, shrubs, turf grasses, flowers and other plants.

Cut and remove trees/brush on public lands.

Attend workshops and special training seminars to increase knowledge and better practices of park functions.

~~Assists Superintendent to coordinate the activities of contractors working with City parks and enforces all regulations pertaining to the parks maintenance in the City in accordance with City Code. Monitors the activities of contractors working within the City of Adel Parks and enforces all regulations pertaining to the parks maintenance in the City of Adel in accordance with city ordinance.~~

Performs inspection for conditions on all city parks on at least a weekly basis, as directed. Make recommendations for repairs and replacement of equipment and infrastructure to the ~~director.~~Superintendent.

In coordination with the Superintendent, ~~S~~supervise and provide in-service training/development of seasonal employees.

Working with the Superintendent, ~~N~~otes need and advises ~~Park and Rec. the~~ Director on all materials for maintenance of equipment and operation of ~~e~~City parks. ~~Performs~~Does all scheduled maintenance on the Parks Department equipment and other equipment, as directed.

Maintains city parks shop and storage buildings in a neat, orderly condition.

Maintains City sidewalks, walking paths, and parking lots of snow removal during the winter months.

Employee will be competent with all parks equipment and work zone safety qualified.

~~Be prepared~~Able to work flexible schedule including evening, weekend and on-call hours.

Maintains professional competency by attending training and ensuring the achievement of necessary C.E.U. hours as required for his/her license, if appropriate. Must have or acquire CDL driver's license and CPO (Certified Pool Operator) license within six months of employment. Obtaining a pesticide applicators license is desirable.

Assist in the maintenance, start-up, chemical control, water testing, and closing of the Adel Family Aquatic Center.

~~Attends~~Occasionally attend appropriate ~~e~~City ~~e~~Council, Park & Recreation Board, and committee meetings as directed ~~by the Park and Rec. Director.~~

Assists Superintendent and Park and Rec. Director with projects as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are minimal requirements for this position.

EDUCATION

High school graduate with ability to operate the ~~Parks~~-Department equipment competently.

LANGUAGE ABILITY

Ability to read, analyze, and interpret general periodicals, professional journals, or governmental regulations. Ability to write routine reports and correspondence. Ability to respond to common inquires or complaints for citizens, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts, apply basic concepts of algebra and geometry, and figure mathematical problems needed to do this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. ~~The employee must occasionally lift and/or move up to one hundred pounds~~ Occasionally lift, push, and carry or pull moderately heavy objects of 30-50+ pounds.

ENVIRONMENTAL ADAPTABILITY

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

~~THE~~ CITY OF ADEL
JOB DESCRIPTION

TITLE: PARKS ~~MAINTENANCE SUPERVISOR~~SUPERINTENDENT

DEPARTMENT: PARKS AND RECREATION ——— **FLSA:**
HOURLY

DATE: REVISED ~~NOVEMBER 2017~~MARCH 2020

REPORTS TO: ~~DIRECTOR OF~~ PARKS AND RECREATION DIRECTOR

PURPOSE OF POSITION

Under supervision of the Park and Recreation Director, performs, as directed, all activities of the Parks Department. Directs, coordinates, and Assists with ~~and coordinates~~ the daily activities by determining manpower, equipment, and material needs for specific jobs, providing instruction and guidance, and inspecting final results as necessary. Position is that of a “hands-on” operator, required to assume all duties and be proficient in all aspects of Parks Department functions and operations. Works within established policies and Department objectives. Is expected to assist Director to manage budget line items and total budget. Work is judged on capabilities and results achieved.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

In coordination with the Director, directs best utilization of staff and seasonal workforce and Performs all daily operations of the Parks Department. Coordinates activities with other departments as needed. Makes Director aware of infrastructure needs when discovered.

Acting upon verbal or written instructions from the ~~Park and Rec.~~ Director, City Administrator, Parks employees, Citizen complaints or written or verbal work orders. Inspects problem areas to determine the nature of work required and notify ~~Parks~~ Director of requirements.

Complies with City Safety Program. Assures compliance with OSHA standards.

~~Maintains and monitors~~Directs maintenance of the City Parks and Athletic Fields, Cemeteries, and Waste Water Treatment Plant to assure they are clean and maintained for safe public use. Assists with emergency maintenance needs outside of normal business hours.

Planting/care of trees, shrubs, turf grasses, flowers and other plants.

Cut and remove trees/brush on public lands.

Attend workshops and special training seminars to increase knowledge and better practices of park functions.

~~Monitors the~~Coordinates the activities of contractors working within ~~the City of Adel~~Parks and enforces all regulations pertaining to the parks maintenance in the City ~~of Adel~~ in accordance with ~~city ordinance~~City Code.

Performs inspection for conditions on all ~~e~~City parks on at least a weekly basis, as directed. Make recommendations for repairs and replacement of equipment and infrastructure to the director.

Supervise and provide in-service training/development of staff and seasonal employees.

Notes need and advises ~~Park and Rec.~~ Director on all materials for maintenance of equipment and operation of ~~e~~City parks. ~~Directs~~Does all scheduled maintenance on the Parks Department equipment and other equipment, as directed.

~~Maintains~~Directs maintenance of ~~e~~City ~~parks~~ ~~Parks~~ ~~s~~Shop and storage buildings in a neat, orderly condition.

~~Maintains~~Directs maintenance of City sidewalks, walking paths, and parking lots of snow removal during the winter months.

Employee will be competent with all parks equipment and work zone safety qualified.

Evaluates vehicle, equipment, and other CIP needs and makes recommendations to the Director.

Solicits and obtains quotes and bids for various equipment in coordination with Director.

Coordinates activities, plans, and events proposed by volunteers and civic groups with the Department.

Coordinates ordering of supplies and products for the Department with Director.

Enters and reviews time sheets of staff and seasonal employees and submits to Director.

With Director, coordinates and directs FEMA recovery process and efforts.

~~Be prepared~~Able to work flexible schedule including evening, weekend and on-call hours.

Maintains professional competency by attending training and ~~insuring~~ensuring the achievement of necessary C.E.H. hours as required for his/her license, if appropriate. Must have or acquire CDL driver's license within six months of employment. ~~Acquiring a pesticide applicators license is desirable.~~

As directed, Attends appropriate eCity eCouncil, Park & Recreation Board, and committee meetings~~as directed by the Park and Rec. Director.~~

Assists ~~Park and Rec.~~ Director with projects as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are minimal requirements for this position.

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