POLICIES & PROCEDURES COMMITTEE MEETING
PAYNESVILE CITY HALL
JANUARY 14, 2014
6:30 P.M.

AGENDA

I. CALL TO ORDER

II. CONSENT AGENDA
   A. Minutes

III. NEW BUSINESS
   A. Election of Officers (page 3)
   B. Meeting Schedule (page 4)
   C. Part Time Police Officer Position (page 5)

IV. OLD BUSINESS
   A. Performance Evaluation Forms:
      1. City Administrator Form - This form is currently being used by the Council for the 2013 evaluation.
      2. Managers Form
      3. Non-Management Staff Form
      4. Probationary Staff Form
   B. Building Inspector – Job Description
   C. City Cell Phone Policy (page 6)
   D. Employee Performance Appraisals - **CLOSED SESSION PURSUANT TO MINNESOTA STATUTE SECTION 13D.05, SUBDIVISION 3** – To evaluate the performance of individuals who are subject to Policies & Procedures Committee authority:
      A. Emergency Management Director
      B. Social Media Specialist

V. INFORMATIONAL

VI. ADJOURN

Please contact Renee Eckerly at 320-243-3714 ext. 227 or at renee@paynesvillemn.com if you can't attend the meeting.

Members: Gene Beavers, Donavan Mayer & Renee Eckerly

This agenda has been prepared to provide information regarding an upcoming meeting of the Policies & Procedures Committee. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Policies & Procedures Committee meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Policies & Procedures Committee

Committee/Council Meeting Date: January 14, 2014

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the December 12, 2013 Policies & Procedures Committee meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from December 12, 2013 Policies & Procedures Committee meeting.

MINUTES
POLICIES & PROCEDURES COMMITTEE

DECEMBER 12, 2013

The meeting was called to order by Gene Beavers at 6:00 p.m. Members present were Donavan Mayer and Renee Eckerly, City Administrator.

> **Motion was made by Mayer to approve the May 14, 2013 and September 16, 2013 minutes from the Policies & Procedures Committee meetings. Seconded by Beavers and unanimously carried.**

PERFORMANCE EVALUATION FORMS

The Committee discussed the forms and goal setting (personal and department wide). There is a need to combine some of the areas on the examples and compare them to the current job descriptions. It was suggested to have the department heads review the staff form for feedback. There may be a need to update job descriptions also. Eckerly will bring back draft job descriptions to the next meeting.

CELL PHONES

Eckerly will research if the use of City cell phones are being used just during work hours or all the time. Eckerly will bring samples of policies from other cities to the next meeting.

PERFORMANCE APPRAISALS

Beavers closed the Regular meeting to open a Closed Session at 6:42 p.m. for Employee Performance Appraisals. Beavers closed the Closed Session and re-opened the Regular meeting at 7:15 p.m.

> **Motion was made by Mayer to approve the Performance Appraisals for three Liquor Store Clerks, Police Chief, and Emergency Services Director. Seconded by Beavers and unanimously carried.**

> **Motion was made by Eckerly to approve a wage adjustments for April Mathies from Grade 1, Step 1, $8.15 per hour to Grade 1, Step 2, $8.33 per hour retroactive to November 15, 2013 and Josh Mergen from Grade 1, Step 2, $8.33 per hour to Grade 1, Step 3, $8.52 per hour retroactive to December 1, 2013 and recommend such to the City Council.**

NEXT MEETING

The next meeting will be held December 19, 2013 at 6:00 p.m.

There being no further business, the meeting was adjourned 7:20 p.m.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Policies & Procedures Committee

Committee/Council Meeting Date: January 14, 2014

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

ITEM DESCRIPTION: Election of Officers

Prepared by: Staff

COMMENTS:

Nominations for Chairperson.

Nominations for Vice-Chairperson.

Nominations for Secretary.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to elect _____ as Chairperson.

Motion to elect _____ as Vice Chairperson.

Motion to elect _____ as Secretary.

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REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Policies & Procedures Committee

Committee/Council Meeting Date: January 14, 2014

Agenda Section: New Business

Originating Department: Administration

Item Number: III - B

ITEM DESCRIPTION: Meeting Schedule

Prepared by: Staff

COMMENTS:

Annually, each year every Committee sets their annual meeting schedule. The Personnel Committee currently meets on an as needed basis.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to set the Policies & Procedures Committee meetings for _____.

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REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Policies & Procedures Committee

Committee/Council Meeting Date: January 14, 2014

Agenda Section: New Business

Originating Department: Administration

Item Number: III - C

ITEM DESCRIPTION: Part-Time Police Officer Position

Prepared by: Paul Wegner, Police Chief

COMMENTS:

Chief Wegner will be in attendance to review the part time Police Officer position.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

CELL PHONE POLICY
CITY OF PAYNESVILLE

PURPOSE

This policy is intended to define acceptable and unacceptable uses of cellular telephones. Its application is to ensure that cellular phone usage is consistent with the best interests of the City without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to insure that City employees exercise the highest standards of propriety in their use.

POLICY

City cellular telephones are intended for the use of City employees in the conduct of their work in the service of Paynesville citizens. Department heads are responsible for the cellular telephones assigned to their departments and will exercise discretion in their use. Nothing in this policy will limit department head discretion to allow reasonable and prudent use of such telephones or equipment provided that:

1. Its use in no way limits the conduct of work of the employee or other employees.

2. No personal profit is gained or outside employment is served.

A department head may authorize an employee to use their own personal phone for City business and be reimbursed by the City for those calls. An employee will not be reimbursed for business-related calls without prior authorization from his or her department head. Department heads may also prohibit employees from carrying their own personal cell phones during work hours if it interferes with the performance of their job duties. Employees in possession of a City cell phone are required to care for the telephone in a responsible manner, and to take appropriate precaustions to prevent, theft, damage, and vandalism. When an employee terminates employment, the Department head is responsible for making sure the employee returns the phone.

Use of public resources by City employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and punishable by disciplinary action which may include termination and/or criminal prosecution, depending on the nature and severity of the transgression.

All personal calls made by employees on a City-provided cellular phone must be paid for by the employee through reimbursement to the City Administrator based on actual cost listed on the City's phone bill. Personal calls may be made or received while on lunch, during break time or after hours. Emergency phone calls and minimal personal use is permitted. "Minimal use" is defined as those infrequent personal calls made or

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received only when absolutely necessary, completed as quickly as possible and do not interfere with work operations.

While this policy specifically addresses the use of city-issued cell phones, it is equally as important to address the use of personal cell phones while on the job.

Privacy: Personal cell phone statements are considered private data. If an employee submits a bill to substantiate businesses use, all or part of the employee's cell phone bill may become public data. Billings associated with the City-purchased cell phone service are considered public data. Cellular transmissions are not sescure. Employees should use discretion in relaying confidential information.

When using a cell phones in a vehicle, the following guidelines will be followed: Dial whenever possible when the vehicle is stopped; if necessary, pull over tto the side of the road (legally stopped) to dial or answer the phone. No texting while driving is prohibited.

Violations: Violations of these policies may be grounds for immediate loss of or restrictions on cell phone, internet or e-mail privileges, additional disciplinary actions, up to and including termination of employment and/or criminal prosecution.

The City reserves the right to monitor the use of all City owned cell phones.

PERSONAL CELL PHONES – not new

Employees should only use personal cell phones while on lunch and during their break times. Personal cell phones should be set to vibrate mode, so as to not disrupt the working environment. Employees should not be using personal cell phones during normal work hours to place or receive personal calls, for text messaging or to play games. While the City of Paynesville understands that there are family situation, such as illness, that requires immediate contact between the Employee and their family, such situations would need to be discussed with the City Administrator and dealt with on an individual basis.

PROCEDURES – not new

It is the objective of the City of Paynesville to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action under the personnel policy or a collective bargaining agreement.

RESPONSIBILITY – not new

The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All department heads and supervisors will be responsible for enforcement within their departments and divisions.

Date Policy Established by City Council action: July 11, 2007