

**POLICIES & PROCEDURES COMMITTEE MEETING
PAYNESVILLE CITY HALL
APRIL 8, 2014
6:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Paynesville Liquors Procedures Manual (page 4)
(Due to the size this document is available by request)
- IV. OLD BUSINESS
 - A. City Cell Phone Policy (page 5)
 - B. Building Official Update (page 11)
 - C. Performance Appraisal Forms (page 12)
- 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, Donovan 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: April 8, 2014

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the March 4 and March 24, 2014 Policies & Procedures Committee meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from March 4 and March 24, 2014 Policies & Procedures Committee meeting.

**MINUTES
POLICIES & PROCEDURES COMMITTEE**

MARCH 4, 2014

The meeting was called to order by Gene Beavers at 6:15 p.m. Members present were Donavan Mayer and Renee Eckerly, City Administrator. Paul Wegner, Chief of Police was also present.

The Committee did not approve any minutes.

PART-TIME POLICE OFFICER POSITION – 2ND ROUND OF INTERVIEWS

The Committee interviewed 4 applicants.

Motion was made by Beavers to hire Brady Klingfus as the Part-Time Police Officer, to place Todd Willenbring on the eligibility list and recommend such to the City Council.

There being no further business, the meeting was adjourned 9:20 p.m.

**MINUTES
POLICIES & PROCEDURES COMMITTEE**

MARCH 24, 2014

The meeting was called to order by Gene Beavers at 8:45 a.m. Members present were Donovan Mayer and Renee Eckerly, City Administrator. Jennifer Welling Administrative Assistant/Zoning Specialist was also present.

The Committee did not approve any minutes.

FULL-TIME BUILDING OFFICIAL INTERVIEWS

The City received 5 applications. The Committee interviewed 4 applicants.

Motion was made by Beavers to hire Jake Depuydt as the Building Official and recommend such to the City Council. Seconded by Mayer and unanimously carried.

PART-TIME SOCIAL MEDIA SPECIALIST INTERVIEWS

The Committee interviewed 4 applicants.

Motion was made by Beavers to hire Jolyn Lindquist as the Part-Time Social Media Specialist at Grade 3/Step 1, \$13.16 per hour and recommend such to the City Council. Seconded by Mayer and unanimously carried.

BUILDING OFFICIAL CONTINUED

The Committee discussed the Building Official being a department head. The Committee consulted Pamela Steckman, Labor Attorney and this is not possible at this time.

Motion was made by Beavers to hire the Full-Time Building Official at Grade 12/Step 1, \$46,215.13 and recommend such to the City Council. Seconded by Mayer and unanimously carried.

There being no further business, the meeting was adjourned 3:40 p.m.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Policies & Procedures Committee

Committee/Council Meeting Date: April 8, 2014

Agenda Section: New Business

Originating Department: Liquor Store

Item Number: III - A

ITEM DESCRIPTION: Paynesville Liquors Procedures Manual

Prepared by: Bill Ludwig, Liquor Store Manager

COMMENTS:

Bill Ludwig has created a procedure manual for the liquor store and is presenting it for review and comments. It will also go to the Liquor Board for review.

This document will be emailed separately due to its size.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to _____

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Policies & Procedures Committee

Committee/Council Meeting Date: April 8, 2014

Agenda Section: Old Business

Originating Department: Administration

Item Number: IV - A

ITEM DESCRIPTION: City Cellular Telephone Policy

Prepared by: Renee Eckerly, City Administrator

COMMENTS:

On January 14, 2014, The Committee reviewed the proposed changes to the current policy. The Committee discussed whether or not the City purchased phones should be allowed to be used for personal use. The Committee wants a sign off sheet to make sure that employees are aware of the ramifications of utilizing the City phone for items such as games, applications, porn, etc.

The document is being brought back for review after the additional changes.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

CELLULAR TELEPHONE 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 precautions to prevent, theft, damage, and vandalism. If damage is incurred during personal use, the expense for the replacement or repair will be the responsibility of the employee. When an employee terminates employment, the Department head is responsible for making sure the employee returns the phone in good working condition.

~~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.~~

Any costs incurred by the city due to the # personal calls or use -made by employees on a City provided 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 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~~ 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 ~~secure~~ secure. 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 ~~to~~ to 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.

UNACCEPTABLE USE:

At no time, during work hours or non-work hours, shall an employee use any of the City of Paynesville's communications system for any of the following purposes:

- 1) To access, transmit, upload, download, receive or distribute pornographic, obscene, abusive, or sexually explicit materials or materials containing unclothed or partially clothed people.
- 2) To transmit or receive obscene, abusive or sexually explicit language or profanity.
- 3) To violate any local, state or federal law or engage in any type of illegal activities.

- 4) To vandalize, damage or disable the property of another person or organization.
- 5) To access the materials, information, files or e-mail of another person or organization without permission or without a legitimate business reason.
- 6) To violate any applicable state, federal, or international copyright, trademark, or intellectual property laws or regulations, or otherwise use another person or organization's property without prior approval or proper attribution consistent with copyright laws, including unauthorized downloading or exchanging of pirated or otherwise unlawful software, or copying software to or from any of the City of Paynesville's computer.
- 7) To engage in any form of gambling, wagering, betting, or selling.
- 8) To engage in any type of harassment or discrimination, including but not limited to; sexual harassment, harassment, or discrimination based upon race, gender, sexual orientation, religion, national origin, marital status, status with respect to public assistance, disability or any other type of harassment or discrimination prohibited by law and by the City of Paynesville policy.
- 9) To engage in any type of commercial enterprise unrelated to the specific purposes and needs of the City of La Crescent.
- 10) To engage in any form of solicitation for private purpose that is not related to the business purpose of the City of Paynesville.
- 11) To promote any political or private causes or other activities that are not related to the business purpose of the City of Paynesville.
- 12) To enter into financial or contractual obligations without the prior express consent of the City Administrator.
- 13) To advocate or access information advocating any type of unlawful violence, vandalism or illegal activity.

ENFORCEMENT:

Any employee who abuses the provisions of this policy will be subject to discipline, including discharge, for abuse of this policy and/or for any other related applicable policies, rules or state and federal laws. In addition, violations of the policy or misuse of the communication systems, which are of a criminal nature, may be referred for criminal prosecution.

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

CITY OF PAYNESVILLE COMMUNICATIONS POLICY

ACKNOWLEDGEMENT OF RECEIPT OF COMMUNICATION POLICY

I, _____, an employee of the City of Paynesville, acknowledge that I have read, understand and received a copy of the City Cellular Telephone Policy and understand that this receipt will be filed with my personnel records.

I, _____ will / will not be using the city's cellular phone for personal use.

SIGNATURE

DATE

NAME (PRINT)

PERSONAL CELL PHONES

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REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Policies & Procedures Committee

Committee/Council Meeting Date: April 8, 2014

Agenda Section: Old Business

Originating Department: Administration

Item Number: IV - B

ITEM DESCRIPTION: Building Official Update

Prepared by: Renee Eckerly, City Administrator

COMMENTS:

Eckerly will be reviewing questions that Jake Depuydt has regarding the position, equipment, and pay grade.

Mr. Depuydt will be attending the City Council meeting on April 14, 2014.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Policies & Procedures Committee

Committee/Council Meeting Date: April 8, 2014

Agenda Section: Old Business

Originating Department: Administration

Item Number: IV - C

ITEM DESCRIPTION: Performance Appraisal Forms

Prepared by: Renee Eckerly, City Administrator

COMMENTS:

Eckerly will be distributing these on Monday, April 7, 2014 to the Committee members.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION: