

Town of Windsor

Memorandum

June 11, 2013

TO: The Honorable Mayor and Members of Town Council

FROM: Michael Stallings, Town Manager MS

SUBJECT: Personnel Policy Changes

As you are aware, Council has been reviewing several of the current personnel policies. Mayor Richardson, Vice-Mayor Garris, and I met last week to discuss several of these changes.

I am enclosing several proposed changes to the personnel policies. Any new language is underlined and is in red text. Any removed language is struck through and is in black text.

Below is an explanation of the proposed changes.

Page 5 – Section C – This changes the way that appointed employees are hired. Previously, the policy stated that the Council “shall” base their appointments on the Manager’s recommendation. It now reads that Council will consider the Manager’s recommendations.

Page 6 – Section B (2) – This change does away with the language that established the two 15 minute paid rest breaks, as this language was somewhat cumbersome. It also establishes the standard work hours and also covers how hours worked for meetings will be handled. It also requires all employees outside the Police Department and Town Manager to maintain a record of hours worked.

Page 7 – Section B (3) – This change removes the examples of flexible work schedules

Page 8 – Section F – This change removes the specific amount of the VRS contribution as it is subject to change and set by VRS

Page 24 – Section B (3) – This change adds more descriptive language to the dress code for women

These changes are for Council’s discussion and direction or action.

First consideration will be given to current employees who desire to fill an open position, if the current employee is qualified for the position and if the placement best serves the needs of the Town. The Manager may carry out open competition to fill any vacancy.

Employment decisions shall be handled in a manner consistent with the Virginia Conflicts of Interest Act.

B. Probationary Period

All new full-time and part-time employees serve a six (6) month probationary period. During this period the employee must show that he or she is capable and willing to perform the job satisfactorily. At the end of the probationary period the employee will be evaluated to determine satisfactory performance. If satisfactory performance is attained the employee will be entitled to all the benefits of non-probationary status including utilization of the grievance procedure. In establishing a probationary period, the Town does not abrogate or modify in any way the employment-at-will status that applies to its employment relationship with all employees.

C. Hiring Authority

Recommendations of the Manager will be considered when hiring, promoting, and discharging of employees appointed by Council shall ~~be based upon the recommendations of the Manager.~~ The Manager has complete responsibility for hiring, promoting, and terminating all other Town employees. The Manager has the responsibility and authorization for administering the personnel system established by these policies.

D. Department Head Hiring Process

After conducting interviews and selecting his/her preferred candidate, the Town Manager shall present that candidate and supporting information to the Town Council prior to the position being offered to said candidate.

(Approved by Council: September 22, 2011)

V. Employee Compensation

The total compensation of employees consists of the regular salary and authorized overtime pay for full-time employees, the employer's contributions to employee benefits, holiday pay, and various forms of leave with pay. Part-time and temporary employees may also receive leave in certain circumstances. Leave policies, found in Section VI, should be reviewed.

A. Pay and Classifications

Compensation Plan

1. The compensation plan for employees of the Town shall consist of:
 - a. A classification system for all classified jobs.
 - b. A paygrade that sets a salary range for each classified position.
2. The rates of pay for each employee within a paygrade shall be set by the Manager *and* Town Council. The normal entrance rate of pay for new employees shall be at the lower end of the paygrade for the position.
3. The compensation plan may be amended by motion of the Town Council or by the Town Manager within the limits of appropriations by the council.

B. Hours of Work

1. The Manager shall establish the hours of work for all Town employees. The standard scheduled workweek for which salary is paid consists of 40 hours, generally Monday through Friday. This does not preclude the establishment of specified schedules other than forty (40) hours in a given workweek for other employees if approved by the Manager.
2. ~~Employees shall have two 15-minute rest breaks per day, which are included within the total required hours of work. These breaks may be used in conjunction with a 30-minute meal break, as long as the sum does not exceed 60 minutes per workday. Such breaks may not accumulate from one shift or one day to another. Flexible work scheduling may be used for the purpose of extending a meal break with the employee's start time being advanced or end time being extended as approved by his supervisor. Certain employees as approved by the Manager have their meal break(s) included as a part of their regularly scheduled workday. (NOTE: if 20-minute breaks are used, that time counts as hours worked for FLSA)~~

The standard work hours for all office employees shall be from 8:30 a.m. to 5:00 p.m. with a 30 minute unpaid meal break.

Non- salaried employees that are required to work meetings after hours will be provided a flexible work schedule within the pay period or financial compensation.

Salaried employees that are required to work meeting after hours will be provided a flexible work schedule within 2 weeks.

All employees outside of the Police Department and Town Manager shall maintain a record of hours worked by clocking in and out. This record of hours worked shall be made available to the Town Manager upon request for inspection.

3. Flexible work scheduling may be considered within the standard workweek, Monday through Friday, so long as the standard hours in a workweek, normally 40, are not altered.

Some examples are:

- a. ~~Arrive earlier in the morning and leave earlier in the afternoon.~~
- b. ~~Arrive later in the morning and leave later in the afternoon.~~
- c. ~~Work four 10-hour days.~~
- d. ~~Work four 9-hour days and one 4-hour day.~~
- e. ~~Work some other similar permanent or seasonal scheduling option(s)~~
- f. ~~Add time to meal break and arrive earlier and leave later.~~

Other temporary or occasional flexible work schedules may include some combination of altered work start and stop times to allow employees to have medical appointments or take care of personal business during work hours without being charged leave. Flexiable schedules may only be used after approval by the Manager. ~~If flexible work scheduling or compressed workweeks are instituted on an ongoing basis, the agency head may approve such only after consultation with the Manager.~~

4. If an employee is unable to report for work or expects to be late, the employee must contact his supervisor as soon as possible but no later than the beginning of his or her scheduled work period, giving the reason for his absence or tardiness. Paid leave may or may not be approved. If an employee has difficulty reaching his supervisor, he should leave a message reporting his absence but continue to attempt to contact with his supervisor. The responsibility to notify a supervisor(s) about absences or about tardiness always rests with the employee.
5. Hours of work, schedules, and duty assignments of short duration of individual employees or work units may be altered under authorization of the department head or his designee within the established workweek and schedule of the agency as conditions warrant. Schedules may also be adjusted to meet FMLA and ADA requirements.

C. Performance Increases

The Town promotes excellence in its workforce. Salary increases within budget constraints may be given to that end. Each employee's performance will be reviewed annually in April and based on satisfactory performance and contributions to the organization, pay increases may be given. In exceptional circumstances an employee's

pay may be increased in less than a year for meritorious service or enhanced responsibilities. Pay increases are not automatic or guaranteed.

D. Overtime

Employees who are not exempt under the Fair Labor Standards Act will be paid at the rate of time and a half for all hours actually worked in excess of (40) forty hours. Unless authorized to do so, employees should not work over (80) eighty hours during a pay period.

E. Bonuses

The Manager may recommend a bonus for an employee to recognize superior service to the Town.

F. Retirement

The Town participates in the Virginia Retirement System (VRS) for all employees eligible for benefits. ~~The Town contributes 11.5% of the employee's creditable compensation paid to the VRS on a monthly basis. (Creditable compensation is defined by VRS as annual salary not including overtime pay, payments of a temporary nature, or payments for extra duties.)~~ Coverage begins as follows: If the employee's start date is between the first and up to and including the fifteenth of a month, the employee will be covered for that month. If the employee's start date is between the sixteenth and the end of a month, coverage will begin the following month.

G. Group Life Insurance

The Town purchases Basic Group Life Insurance through the VRS for all employees eligible for benefits. Basic life insurance is equivalent to the employee's salary rounded to the next highest thousand dollars, if not an even thousand, then doubled. Employees may purchase Optional Group Life Insurance up to an additional four times their salary. Group life insurance will begin the same month as the retirement coverage.

VI. Holidays and Leave

A. Holidays

The following holidays are observed by the Town. Full-time and part-time salaried employees shall be granted time off for these days without charging the time against leave balances:

New Year's Day

January 1

B. Attire for Women

1. Dresses or skirts with lengths no shorter than the top of the knee
2. Dress slacks (no jeans, shorts, or tight pants)
3. Blouses, dresses, or sweaters (no revealing low-cut necklines tops, no halter tops or spaghetti straps, no off- the-shoulder tops, no bare midriffs, and no T-shirts)
4. Dress or casual shoes (no athletic shoes)

C. Exceptions

1. Police officers and maintenance workers who wear uniforms

D. Exceptions for Casual Fridays

1. Town polo shirts and casual pants are permitted.