

Location: City Hall 6042 W. Maine Spirit Lake Idaho, 83869

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Mayor Eastman called the meeting to order at 8:09 a.m.; roll call was taken with Councilors Gary Ventress, Angel Vanderwilt, Joy Porter, and Becki Gaddum present. Also present- City Clerk, Michelle Wharton, Deputy Clerk, Mayra Zentner, and Chief of Police, Dennis Sanchez.

**City of Spirit Lake Personnel Policy** – Mayor Eastman explained the personnel policy had previously been approved and passed, and there have been additional changes. The City Clerk, Michelle Wharton explained the rate of Holiday pay is currently:

- **Holiday Pay** – This option is for those who do not work on the holiday and receive 8 hours of regular pay.
- **Holiday Worked ADDED**- This option is for those who are scheduled to work on the holiday, and earn 1.5 times the regular rate of pay
- **Holiday Emergency Worked**- This option is for those who are not scheduled to work on the holiday and are called in for a City related emergency. Employees will earn 2 times the regular rate of pay.

Page #28 was changed to omit “Full -time employees who work on holidays will be scheduled to receive a substitute holiday with pay within sixty (60) of the date of the holiday they worked. The verbiage “Scheduled work on holidays will be compensated at the rate of 1.5 times the regular rate of pay” was added.

Drug Policy- The City Clerk explained the drug policy is not yet complete and only a Drug Policy acknowledgement will be added to the Personnel Policy Appendix. The current City policy is for Non-DOT employees and per ICRMP changes need to be made regarding random testing. Non-DOT cannot be random tested. Random tests are for DOT employees and Sworn Officers.

Other recommended changes were grammatical errors suggested by Councilor Joy Porter. Mayor Eastman acknowledges the changes would not affect the context.

The Chief of Police, Dennis Sanchez, pointed out how many topics are listed on numerous pages. The City Clerk asked about changing the flow or format of the policy. Per the Deputy Clerk, Mayra Zentner, Sewell Engineering will help with the formatting.

An error was found on Page #27. “Vacation leave is available to full-time employees who have completed the equivalent of 6 months of full-time employment. Vacation accrues from the completion of probationary period ...” Council had already approved “Vacation accrues from the date of hire but cannot use until six months’ probation has completed”. Change will be made.

Major discussion regarding vacation requests. Changes made to Page # 27- Removed the seniority allowing to bump subordinates one time.

Sick Leave- Discussion on reducing the sick leave accruals to 4 hours accrued for all employees, seniority no longer considered. Changing the maximum of sick accrual from 600 hours to 400 hours.

Gifting hours – Discussion of gifting hours from one employee to another who does not have enough sick leave. Discussion on the accrual equivalence – (Ex: person A makes \$75 per hour gifts 8 hours sick to person B who makes \$25 per- then the total would be 24 hours of sick time given) it would be at the given at the rate of what the gifter makes. Need to check the ordinance. Possibly add to the policy- “Employees may gift heir hourly rate for vacation or medical”.

Holiday Pay- Worked holiday vs observed pay discussion. Currently, officers who do not work on holiday are not receiving holiday accruals. The City Clerk suggested creating a Holiday Earned Account, where officer who are not scheduled to work on an observed holiday, would earn 8 hours of straight time of holiday time, which could be used the same as vacation/comp time. More discussion on whether officers should receive 8 hours, or the actual hours worked when working on a holiday. More discussion on actual holiday vs observed holiday. Additional discussion on 8 hours of holiday vs actual hours worked. The Mayor stated holiday pay should be a “use it or lose it “at the end of the year. Officers will get a “Holiday Earned” option in payroll for holidays not worked- other staff will remain the same and use holiday worked on holidays. Not retro- will go forward. Does not start until Council approval (April Council Meeting). Holiday will accrue right before the holiday for officers who do not work on the holiday.

Vacation Requests- Discussion revisited- Non- Police staff - Vacation requests must be submitted and approved through the Mayor. Maximum of two weeks at a time can be requested within 30 days of the scheduled time requested.

Sick- Discussion Revisited- All agreed to reduce sick to 4 hours per pay period- straight across the board for all staff. Maximum cap of 400 hours. Vacation accruals remain as is.

Gifting hours-discussion revisited- Councilor Porter felt 8 hours gifted should only receive 8 hours no matter the pay rate. The City Clerk explained that if we did it that way then the City is making money if a higher paid employee donates leave and the receiver receives it at the lower rate.

The Mayor stated we will make the changes and draft copies to give to Council before the April Council Meeting.

The Mayor confirmed on gifting- hours plus the rate of pay of the person gifting translates into what the person is receiving.

**Adjournment**

Motion to adjourn by Councilor Porter, second by Councilor Vanderwilt, followed by a roll call vote with Councilors Ventress, Vanderwilt, Porter, and Gaddum all voting aye - motion passed . Meeting adjourned at 9: 46 a.m.

  
Renee Eastman, Mayor

Attest:

  
Michelle Wharton, City Clerk