



PERSONNEL AND BENEFITS

Wednesday, May 29, 2019 at 7:30 a.m.
Memorandum

Members Present: Committee Chair Barb Lamb, Members Chuck Ryerson and Jeff Kimbell. Others in attendance: Utility Director Andrew Williams and Administrative Assistant Maggie Crediford.

Ms. Lamb called the meeting to order at 7:40 a.m.

Public Comment

There was no one present from the public.

Safety Update

Mr. Williams stated the Utility has gone 3,388 days without a lost time accident.

The Mechanical Seals participated in the Wastewater Challenge. The team placed first in the Safety category and second overall. They did not advance to the national competition in Chicago.

Staff has started the online safety training program. Field staff members will complete 20-25 online sessions and the administrative staff have 8-10 safety courses to complete.

During the weekly lift station inspections it was discovered that control panel at Lift Station 24 had been hit by lightning. Staff had not received an alarm and this resulted in an overflow.

Employee Handbook

Mr. Williams gave TriCo's Employee Handbook to Ogletree Deakins for review. The attorney provided update suggestions. The Committee was provided a red-lined version of the proposed updates before the meeting to review. The main changes made by the attorney were to the ADA and nondiscrimination sections. Mr. Williams asked the Committee Members if there were any suggested changes they would like to discuss.

Mr. Kimbell asked Mr. Williams if there were any suggested changes that he was not comfortable with.

Mr. Williams said he removed a section under unscheduled time off. The current handbook states if an employee has an unscheduled absence either before or after a holiday, they would not be paid for the holiday. Mr. Williams did not like that the policy was unfavorable to someone who might be ill either before or after a holiday. Ms. Lamb

agreed that if an employee has reoccurring issues with unscheduled absences either before or after a holiday, that issue could be addressed as a performance issue. She agreed the section could be removed so an employee with a legitimate illness would not be penalized.

Ms. Lamb questioned the section regarding personal relationships at work. She asked if it is necessary for all relationships to be reported to the Utility Director. The committee discussed it and decided that the verbiage could be changed to relationships between employees and management need to be reported to the Utility Director. Mr. Ryerson said that the handbook should clearly state that relationships between management and a subordinate are not acceptable and could result a manager being reassigned or demoted in order to avoid a direct supervision conflict.

Ms. Lamb asked for a change on page 30 of the handbook. The title "Time Clock Policy" should be changed to "Time Keeping Policy" as employees do not use a time clock, they clock in with a computer application.

Ms. Lamb asked why the signature page at the back of the book says "Confidentiality" because there is nothing confidential in the handbook.

Ms. Lamb pointed out that on pages 4 & 5 the verbiage changes from "employee" to "you and your," she asked that those be updated.

Ms. Lamb asked that a change made to the wording on page 30 be taken back to the original verbiage. The attorney changed the sentence, "Hours worked on a holiday will be paid at double the regular hourly rate," to, "As an employee benefit, hours worked on a holiday will be paid at double the regular rate." Ms. Lamb said that being paid double time on a holiday is a TriCo policy, not a benefit.

On page 30, a section was updated to say, "Work-related phone calls and other forms of communication, like text messages and email, handled from home or from another off-site location will be considered work time." Ms. Lamb asked that the portion of the sentence which was deleted be added back in to say, "but will not automatically qualify for the time-and-one-half rate."

Other Business

Mr. Williams said interviews are being conducted for a Field Operations Technician. Cole Closser, who has been with the Utility for almost one year, is returning to his prior employer.

Management staff participated in the second HRD training session titled, "Know Your Team." All staff members have a DiSC follow-up training session on June 4, 2019.

Mr. Ryerson excused himself from the meeting at 8:37 a.m.

Mr. Williams said the Office Improvement Committee met. The Clay Township Trustee has said he will purchase TriCo's interest in the current administrative office. Staff is researching the costs to lease an office space within the service territory vs. reinvestigating renovating office space at the plant and moving the entire staff to one location.

The meeting adjourned at 8:40 a.m.

Respectfully Submitted,



Andrew Williams
Utility Director