RESOLUTION 2023-6

TO: Mayor and City Council

FROM: Shellie J. Blades, City Clerk

DATE: March 20, 2023

RE: Employee Handbook Updates

Issue:
The Personnel Committee met on February 27th to discuss proposed changes to the City of Cameron Employee Handbook. Updates within the handbook which have a budgetary effect require approval by Council. Other, administrative updates to the handbook do not require Council approval.

The City of Cameron previously had an Educational Assistance program for its employees to encourage employee development and retention. Staff is requesting to reinstate this program which allows a tuition reimbursement to full-time employees for approved courses if the employee receives a satisfactory grade. The employee would be responsible for making the budgetary request annually to their Directors prior to budget meetings. Approval of these requests would be conditional on budgetary funds available.

The City has had annual longevity and stipend payrolls for its employees since before it was memorialized by the City Council in the Minutes of their August 17, 1999 meeting. Staff wishes to place these programs in the Employee Handbook for increased transparency and to more formally acknowledge the programs. The Resolution is being presented based on current standards. Staff and the Committee would request Council also consider adjusting the Longevity rate &/or maximum limits:

	Employee's Gross	**Gross+FICA + LAGERS**	**% Difference from Current**	**$ Difference from Current**
$50 year/20 year max	26,850	32,794		
$50 year/No max	29,400	35,877	9.43%	3,094
$75 year/20 year max	40,275	49,191	50%	$16,397
$75 year/No max	44,100	53,831	64.15%	$21,037
Graduated 50/75/100 0-9yr/10-19yr/20+yr	46,525	56,803	73.21%	$24,008

If a change is approved, the Resolution will be voted and approved 'As Amended' and the updated Resolution will be prepared for the Mayor's signature.

Recommendation:
Staff recommends review of the proposed changes and approval.

Resolution 2023-6

A RESOLUTION FOR THE CITY OF CAMERON, MISSOURI APPROVING UPDATES TO THE CITY OF CAMERON EMPLOYEE HANDBOOK

WHEREAS, the City of Cameron approved Resolution 2022-26 adopting an Employee Handbook for the employees of the City of Cameron on June 6, 2022; and

WHEREAS, revisions to the current Employee Handbook concerning employee retention incentives requiring Council approval have been identified and addressed with this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cameron, Missouri as follows:

Section 1. That the current Employee Handbook shall be amended to include a section for an Educational Assistance Policy as follows:

Educational Assistance

The City of Cameron offers an educational assistance program to encourage full-time employees to maintain and improve their job-related skills through formal education. Full-time employees must have one full year of service to be eligible for this program.

Written requests for educational assistance must be submitted to the employee's department director by July 1st of each year for consideration in the following fiscal year budget commencing October 1st of that same year. The City may reimburse the employee up to 100% of the tuition costs after the employee completes the course(s) and obtains a minimum of a 3.0 on a 4.0 scale. When the employee begins receiving educational assistance, they must be an active employee and perform their job satisfactorily to stay in the program.

Not every course is eligible for educational assistance. To be eligible, a course or group of courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or to a position the employee might have with the City of Cameron in the foreseeable future. The City will make the final decision about whether a course or program is eligible for educational assistance and is related to the employee's current or future position. Employees should contact the Human Resource Manager for additional information about this program.

The City of Cameron hopes that educational assistance will develop an employee's skills, however, there is no guarantee that additional education will result in promotions, new job assignments, or pay increases.

The City of Cameron invests in employees' education in anticipation that the investment will benefit the City over time. Employees who receive educational assistance will be required to remain in the City's service for three (3) months for each hour of course credit that the City reimburses. If the employee fails in this

obligation, 100% of the educational reimbursement must be repaid to the City. All or part of this obligation may be deducted from the employee's final paycheck.

Section 2. That the current Employee Handbook shall be amended to include a section for an Annual Longevity and Stipend Pay as follows:

Longevity Pay

Longevity pay will be paid to any full-time employee hired prior to December of each year. Each full-time employee will be paid $50 for each full year of employment up to a $1,000 maximum (20 years). Any employee who has not completed a full year of full-time employment by December 1st will receive $25 for the partial-year before receiving the full-time rate the following year. An employee hired in December will receive $50 for their full year of employment the following December.

Stipend Pay

The annual stipend is paid to each full-time and part-time employee actively employed as of December 1st of each year. Full-time employees will receive $100 and part-time employees will receive $50. Both payments will be in the form of cash. Library employees are paid an amount determined by the Library Board.

Section 3. That additional administrative, non-budgetary, and non-substantive changes will be made to the current Employee Handbook to include a notation citing the date of the change.

Section 4. The Mayor is authorized to sign this Resolution approving it on behalf of the City of Cameron, Missouri.

Section 5. The City Clerk is directed to attest to the Mayor's signature.

PASSED AND APPROVED this 20th day of March 2023.

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Mayor Roy Estes

ATTEST:

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City Clerk