
Minutes Tempe Merit System Board August 3, 2016

Minutes of the Tempe Merit System Board meeting, held on Wednesday, August 3, 2016, 10:30 a.m., Human Resources conference room, 20 E 6th Street, Tempe, Arizona.

Board Members Present:

Bill Munch, Chair
James P. Foley
Cecil Patterson

City Staff Present:

Renie Broderick, Internal Services Director
Jon O'Connor, Deputy Internal Services Director – Human Resources
Ashley Hayashi, Human Resources Technician
Melanie Stoddard, Executive Assistant to Human Resources

Chair, Bill Munch called the meeting to order at 10:34 a.m.

Item I - Chair Munch addressed Agenda Item I, the public meeting minutes from February 10, 2016. Mr. James Foley made a motion to approve the minutes; second by Mr. Cecil Patterson. Motion passed unanimously on a voice vote 3-0.

Item II – Motion to Adjourn to Executive Session. No action was taken.

Item III – Deputy Internal Services Director – Human Resources, Jon O'Connor stated that the City completed a comprehensive re-write of the City of Tempe Personnel Rules in April of 2015 but that changes will be made on an ongoing basis, as needed. Changes are reviewed with the Six-Sided Partnership (Police and Fire Unions; Tempe Supervisors Association/TSA; Confidential Employees Group; United Arizona Employee Association/UAEA, and Senior Management) before being brought to the Board. Renie Broderick stated that after the Board approves the recommended changes, the City will seek Council approval.

Mr. O'Connor and Ms. Broderick then reviewed each of the proposed changes with the Board. Regarding the change to add a reference to equal pay in the compensation policies, Mr. O'Connor stated that the City's compensation structure is gender-neutral. He said the City is committed to ensuring equal compensation to employees within the same classification with any differentials based on seniority, or other non-discriminatory reasons.

The change referencing hiring above the minimum salary was to add the information needed to be provided by departments seeking approval from the City Manager. The Board discussed the importance of maintaining morale within the organization by valuing tenured employees as well as hiring candidates who possess the required experience and education to meet the City's needs.

The Board also discussed items referencing loss of promotional salary increases if demoting within six months, and shift differential pay, both of which were inadvertently left out during the 2015 rule rewrite but have continued to be maintained as City practice.

The change regarding a nationwide effort to "Ban the Box" which removes criminal history questions from job applications for all applicants except those for sworn Police positions was discussed. Under the proposed changes criminal history would only need to be provided by applicants who are recommended as finalists. Successful applicants will be fingerprinted and a criminal background will be completed as a condition of accepting employment.

The Board also asked for clarification on a change being made by the City Attorney's Office to update the employee Code of Conduct regarding involvement in municipal elections. Employees may exercise their right to vote, but may not solicit support for any candidate in a Tempe municipal election.

In reviewing changes to the leave policy, Mr. O'Connor described the differences between compassionate leave and catastrophic leave. He gave various scenarios where an employee would meet the requirements of each program. Employees using either leave program are ineligible to earn vacation or sick leave and may have accruals adjusted. The City has a generous policy of allowing vacation and sick leave donations from employees to eligible employees who are using approved Family Medical Leave Act (FMLA) leave. Proposed changes include allowing sick time to be donated not only for an employee, but for situations where an employee is caring for a spouse, domestic partner, child or parent, or for other extenuating circumstances as approved by the City Manager. The Board also reviewed rare circumstances for compassionate leave requests by employees who are within the six-month probation window and therefore do not qualify for FMLA.

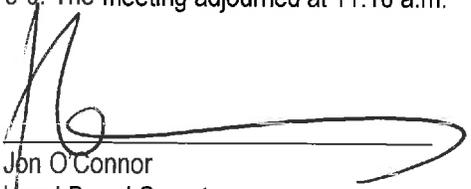
The Board agreed with the proposal of not paying holiday pay to employees who are on extended unpaid leave. The rule changes state that employees must be in an active status, with paid hours either the day before or the day after a holiday in order to receive pay for the holiday.

The final rule change discussed related to unpaid general leave, giving supervisors the flexibility of approving unpaid time-off for probationary employees who may not have accrued enough paid leave.

Motion by Cecil Patterson to recommend approval of revisions to the City of Tempe Personnel Rules; second by Mr. James Foley. Motion passed unanimously on a voice vote 3-0.

Item IV – Mr. Patterson will be stepping down as a member of the Merit Board before the end of the year due to an anticipated move out of Tempe. Mr. Munch announced that he will remain on the Board, but is stepping down as Merit Board Chair, effective January 1, 2017.

Item V - Motion by Cecil Patterson to adjourn; second by James Foley. Motion passed unanimously on a voice vote 3-0. The meeting adjourned at 11:16 a.m.



John O'Connor
Local Board Secretary