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Filed: 05-29-18

Sponsored by: Fisk

First Reading: _____

Second Reading: _____

COUNCIL BILL NO. 2018 - 154

GENERAL ORDINANCE NO. _____

AN ORDINANCE

1 AMENDING Chapter 2, Article III, Division 1 of the Code of Ordinances of the City of
2 Springfield, Missouri, Section 2-91, known as the 'Merit System Rules and
3 Regulations,' by amending portions of the Merit Rules, specifically Merit
4 Rules 6.6, 21.2 (c.1), and 21.7; and by establishing an effective date for
5 said Merit Rule changes (Changes to the Merit Rule requiring Personnel
6 Board approval has Personnel Board support.)
7
8

9 BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SPRINGFIELD,
10 MISSOURI, as follows, that:

11
12 (NOTE: Throughout this document, underlined language has been added, and
13 ~~stricken~~ language has been deleted.)
14

15 Section 1 – The City Code at Chapter 2 – 'Administration,' Article III – 'Officers
16 and Employees,' Division 1 – 'Generally,' Section 2-91 – 'Merit System Rules and
17 Regulations,' Merit Rule 6.6, is hereby amended as follows:
18

19 **6.6 Removal of Names from the Register**

20
21 **(a) Reasons for Removal** – The Director may remove the name of an
22 eligible from a register:

- 23 (1) For any of the causes stipulated in Rule 5.4;
24 (2) on evidence ~~that the eligible cannot be located by postal~~
25 ~~authorities or if the eligible has failed to respond~~ to the City's
26 request within seven (7) calendar days of the first request after
27 multiple attempts have been made by the City via email,
28 telephone, or regular mail ~~inquiry regarding availability for~~
29 ~~appointment~~;
30 (3) on receipt of a statement from the eligible stating that he no
31 longer desires consideration for a position in that class;
32 (4) if two (2) offers of probationary appointment to the class of

33 positions for which the register was established have been
34 declined by the eligible; and

35 (5) if an eligible has received probationary appointment to any
36 position of another class.

37 **(b) Notifications** – Whenever an eligible's name is removed from a
38 register for reasons cited in 6.6 (a) of this Rule, the Director shall notify
39 the eligible of this action and inform him that his name may be restored
40 to the register upon presentation of reasons satisfactory to the
41 Director. Notification shall not be made when an eligible has requested
42 that his name be removed from a register, or when there has been no
43 reply to attempts to contact a letter of inquiry, or when postal authorities
44 have been unable to locate such eligibles.

45
46 **Section 2** – The City Code at Chapter 2 – ‘Administration,’ Article III – ‘Officers
47 and Employees,’ Division 1 – ‘Generally,’ Section 2-91 – ‘Merit System Rules and
48 Regulations,’ Merit Rule 21.2 (c.1), is hereby amended as follows:

49
50 **21.2 Sick Leave**

51
52 (c.1) An employee eligible for sick leave with pay shall use such sick leave
53 for absence due to illness, injury, preventive health (such as doctor or
54 dentist appointments), or other medical needs, for the employee or his
55 eligible family member. An eligible family member is the employee’s
56 spouse, children or parent, including adoptive, long-term guardian or
57 foster care, and step family relationships. Sick leave shall not be used
58 simultaneously with authorized time off for a duty-connected injury.

59
60 **Section 3** – The City Code at Chapter 2 – ‘Administration,’ Article III – ‘Officers
61 and Employees,’ Division 1 – ‘Generally,’ Section 2-91 – ‘Merit System Rules and
62 Regulations,’ Merit Rule 21.7, is hereby amended as follows:

63
64 **21.7 Funeral Leave – PAT, CTL, LES, and FPS, and DHS Schedules**

65
66 An employee in the Professional, Administrative and Technical Schedule,
67 the Crafts, Trades and Labor Schedule, the Law Enforcement Schedule,
68 ~~or the Fire Protection Schedule, or the Department Head Schedule~~ may
69 be granted up to ~~three (3)~~ five (5) working days leave as needed in the
70 event of death of a spouse, child, mother, father, or sibling, and three (3)
71 working days leave in the event of death of a sister, brother, mother-in-
72 law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law,
73 grandmother, grandfather, grandchildren, ~~step-parents,~~ or any relative
74 residing permanently with and dependent upon said employee. (For
75 purposes of this paragraph, the terms mother, father, child, sibling,
76 grandparent or grandchildren extend to adoptive, long-term guardian or
77 foster care, and step family relationships.) Fire employees on alternating
78 shifts shall be allowed up to ~~two~~ three (3) 24-hour shifts for spouse, child,

79 mother, father or sibling, and two (2) 24-hour shifts for other relationships
80 define above under this provision. Employees may be granted up to one
81 (1) day ~~per year~~ or up to an additional one-half shift per year for
82 employees on 24-hour shifts as funeral leave in the event of the death of a
83 spouse's grandmother or grandfather or for an employee's minor child's
84 grandmother or grandfather. In the event the additional one-half shift is
85 requested, fire employees on alternating shifts, may elect to utilize other
86 eligible leave accruals for the remaining one-half shift. Employees may be
87 granted up to four (4) hours leave ~~per year~~ to act as a pallbearer for a
88 person who was a City employee at the time of his death, except that such
89 leave shall not be granted to honorary pallbearers nor to more than six (6)
90 employees at any one time, ~~and may only be granted once a year~~. Funeral
91 leave when authorized pursuant to this paragraph, shall not be deducted
92 from either sick leave or any other authorized leave. The City Manager, or
93 his designee, may, in his discretion, also approve funeral leave requests
94 for employees, within the guidelines stated above, in the event of the
95 death of other relatives or relations not listed above.

96
97 Requests for funeral leave for relatives or relations not listed above shall
98 be communicated by supervisory personnel to the employee's department
99 head for consideration ~~the same or first business day possible following~~
100 ~~the request~~. The department head shall communicate the request with
101 recommendation for approval or disapproval to the City Manager or his
102 designee ~~the same or next business day~~. The employee shall be notified
103 of the City Manager's or his designee's decision as soon as possible. In
104 the event an employee elects to use accrued leave (vacation, floating
105 holidays, etc.) for the funeral prior to a final decision being reached, such
106 leave shall be changed to funeral leave upon approval of the request and
107 leave balances shall be adjusted accordingly.

108
109 Section 4 – The effective date for said Merit Rule amendments shall be from and
110 after passage.

111
112 Passed at meeting: _____

113
114 _____
115 Mayor

116 Attest: _____, City Clerk

117
118
119 Filed as Ordinance: _____

120
121 Approved as to form: Franklin Dan Berman II, City Attorney

122
123 Approved for Council action: [Signature], City Manager

EXPLANATION TO COUNCIL BILL 2018- 154

FILED: 05-29-18

ORIGINATING DEPARTMENT: Human Resources

PURPOSE: To amend Chapter 2, Article III, Division 1 of the Code of Ordinances of the City of Springfield, Missouri, Section 2-91, known as the 'Merit System Rules and Regulations,' by amending portions of the Merit Rules, specifically Merit Rules 6.6, 21.2 (c.1), and 21.7; and by establishing an effective date for said Merit Rule changes (Changes to the Merit Rule requiring Personnel Board approval has Personnel Board support.)

BACKGROUND: Changes to specific Merit Rules are recommended to clarify current processes and definitions as well as to expand upon current benefits. Merit Rule 6.6 was submitted to the Personnel Board for review and consideration. The Personnel Board voted unanimously to approve the recommended changes and to forward to City Council for consideration. Merit Rules 21.2 and 21.7 were not submitted to the Personnel Board as they are benefit-related changes and, therefore, are not under the purview of the Personnel Board.

Merit Rule 6.6, Removal of Names from the Register - This rule reflects several instances when the name of an eligible can be removed from a register. Currently, the rule ultimately requires a notification be sent via postal authorities and requires seven calendar days once the postal notification has been sent. Given technology advances and in an effort to serve hiring departments in a more timely manner, the proposed amendment will change the rule to begin the seven-calendar day requirement once the first attempt to contact is initiated either by email, telephone or regular mail. This change will expedite the hiring process by allowing Human Resources to more efficiently contact eligible candidates to confirm interest or disinterest in a current vacancy, and provide additional eligible list candidates to hiring managers when appropriate.

Merit Rule 21.2, Sick Leave - Due to social and cultural changes over the last several years, it has become necessary to clarify the definition of an eligible family member as it relates to the City's sick leave benefit. The proposed change will amend language to clarify adoptive, long-term guardian or foster care as well as step family relationships and to include each in the definition of an eligible family member.

Merit Rule, 21.7, Funeral Leave—Professional, Administrative and Technical ("PAT"), Crafts, Trades, and Labor ("CTL"), Law Enforcement ("LES"), and Fire Protection ("FPS") Schedules - The current rule states an employee may be granted up to three days of leave as needed in the event of the death of specific family members. The proposed change increases the number of days from three to five and also adds the provision for one day of leave that may be granted in the event of the death of an employee's minor child's grandmother or grandfather. As with Merit Rule 21.2, the definitions of eligible family members reflect inclusion of adoptive, long-term guardian or

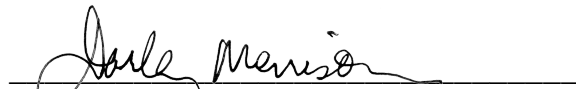
foster care and step family relationships in the definition of an eligible family member. Additionally, the rule includes a change to clarify employees on the Department Head Schedule are also eligible for this benefit

The City's Human Resource staff recommends the above proposed changes to the Merit Rules. The recommended changes to the specific Merit Rules have been discussed with the City's Leadership Team, as well as the union groups.

REMARKS: The City's Human Resources staff recommends the amendments to the City's Merit Rules as contained in this Ordinance. It is believed that the changes will expedite processes to gain efficiencies related to the hiring process, clarify definitions, and to enhance benefits to promote employee well-being.

It is respectfully requested that Council give consideration and approval to these changes.

Submitted by:



Darla Morrison,
Director of Human Resources

Approved by:



Greg Burris,
City Manager