

City of Ramsey
Agenda
Personnel Committee
Tuesday September 13, 2011

5:00 p.m.
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Committee Business**
 1. Discussion Regarding the Recent All-staff Employee Satisfaction Survey
 2. Consider a Resolution to Approve a Non-union Sick Leave for Wellness Policy
- 5. Adjournment**

Personnel Committee

4. 1.

Meeting Date: 09/13/2011

By: Colleen Lasher, Administrative Services

Title:

Discussion Regarding the Recent All-staff Employee Satisfaction Survey

Background:

In the interest of improving organizational productivity and public service delivery, the city, in cooperation with the Labor Management Committee, conducted an all-staff employee satisfaction survey. The survey was sent to all regular employees via Survey Monkey. The survey covered employee benefits, recognition programming, fairness of compensation, professional development, employee relations, and wellness initiatives, etc.

Following tabulation of the results, the City Administrator and members of the Labor Management Committee met to discuss the results and review the top five areas of importance. These five areas of importance or Action Items, are as follows:

- 1) Physical Fitness/Wellness Incentives
- 2) Employee Relations
- 3) Technology Training
- 4) Compensation Study
- 5) Health Insurance Options

A PowerPoint presentation of the survey was discussed and summarized at the July 21, 2011 all-staff meetings and the survey results are posted to the Intranet site. Staff will present the same PowerPoint Presentation at the September 13th Personnel Committee Meeting.

Going forward, in addition to the Labor Management Committees other functions, the Committee will focus efforts on the five action items. The Committee will make recommendations for development or improvement in each respective area in a manner consistent with public service needs, available funding, and where applicable, City Council approval.

It should be noted that the last all-staff employee satisfaction survey was conducted in 2007; the need for staff surveys are considered annually and conducted as needed.

Funding Source:

There is no funding required.

Council Action:

Based on discussion.

Form Review

Inbox	Reviewed By	Date
Heidi Nelson	Heidi Nelson	09/08/2011 11:15 AM
Colleen Lasher (Originator)	Colleen Lasher	09/08/2011 11:30 AM
Kurt Ulrich	Kurt Ulrich	09/08/2011 12:51 PM
Form Started By: Colleen Lasher		Started On: 09/02/2011 12:04 PM

Final Approval Date: 09/08/2011

Personnel Committee

4. 2.

Meeting Date: 09/13/2011

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Approve a Non-union Sick Leave for Wellness Policy

Background:

The City currently has an approved Sick Leave for Wellness Policy for AFSCME employees. The Human Resources Representative recently received requests to extend this policy to non-union employees.

Under the AFSCME policy and the proposed non-union policy, employees who have been employed with the City for at least five years and who have accrued a minimum sick leave balance of 300 hours will be allowed to use up to 24 hours of sick leave annually (payable at a reduced percentage-see below) for cash payment for approved wellness activities.

Sick leave used for wellness activities will be paid according to the City’s sick leave severance schedule based on the employee’s years of service and wage at the time the request for payment is made. For example, an employee with ten years of service who earns \$25 per hour is eligible to receive 7.92 hours of sick leave at a rate of \$25 per hour for approved activities. The City’s severance schedule at the time of this writing is as follows: 33% after five years of service; 35% after 15 years of service; 37% after 20 years of service; and 40% after 25 years of service.

If approved, the Sick Leave for Wellness Policy would be an addition to the City's current Personnel Policy.

Observations:

Reducing sick leave balances annually, rather than just at the time of severance, improves the City's management of sick leave by allowing the City to carry less of a cash reserve balance for compensated absences.

Recommendation:

In the interest better managing the City's sick leave balances and to promote employee wellness, staff recommends approving a non-union Sick Leave for Wellness Policy.

Funding Source:

The funding for the Sick Leave for Wellness Policy is part of the annual budget as sick leave liability. No additional funding is required.

Council Action:

Motion to approve resolution 11-09-XXX which confirms the recommendation of the Personnel Committee to approve a non-union Sick Leave for Wellness Policy.

Attachments

Draft Policy
Resolution

Form Review

Inbox
Heidi Nelson
Kurt Ulrich

Reviewed By
Heidi Nelson
Kurt Ulrich

Date
09/08/2011 11:21 AM
09/08/2011 01:07 PM
Started On: 09/02/2011 12:08 PM

Form Started By: Colleen Lasher

SICK LEAVE FOR WELLNESS

Use of Sick Leave for Wellness Activities: Employees who have been employed with the City of Ramsey for at least five years and who have accrued a minimum sick leave balance of 300 hours will be allowed to use up to 24 hours of sick leave annually for cash payment for approved wellness activities. Sick leave used for wellness activities will be paid according to the City's sick leave severance schedule based on the employee's years of service and wage at the time the request for payment is made. For example, an employee with ten years of service who earns \$25 per hour is eligible to receive 7.92 hours of sick leave at a rate of \$25 per hour for approved activities. The City's severance schedule at the time of this writing is as follows: 33% after five years of service; 35% after 15 years of service; 37% after 20 years of service; and 40% after 25 years of service.

Payments will be taxable income to the employee unless otherwise indicated.

Required Documentation

Claims will be accepted June 1-15 and December 1-15 and will be processed in July and December, respectively, unless otherwise indicated. An activity for which payment is requested must have occurred in the same calendar year in which the request for payment is made. All claims shall be submitted to Human Resources via a Sick Leave for Wellness Request Form accompanied by proper documentation for each activity. The sick leave used to fund a payment for wellness activities will be based on the employee's years of service and wage at the time the request for payment is made.

Approved Medical and Dental Expenses

Sick leave may be used to pay employees for the employee's medical and dental expenses not covered by the City's insurance plans. Accumulated sick leave used for this purpose will be paid according to the City's sick leave severance schedule based on the employee's years of service and wage at the time the request for payment is made. To receive the payment, the employee will fill out a Sick Leave for Wellness Request Form and submit proof of the expense to Human Resources.

Approved Wellness-Related Activities

Approved wellness activities include the following:

- a. Individual employee memberships in approved health clubs and/or a sum equal to an individual membership for those employees holding family memberships which include the employee. An approved health club would be one that provides facilities for aerobic and strength training activities.

- b. Programs designed to improve health such as classes on weight loss, smoking cessation or stress management are also allowed. This includes jazzercise, exercise classes, learning to eat, and weight watchers.
- c. Regular (meaning at least once a week) fitness activities resulting in a moderate to high aerobic benefit and their fees and memberships will also be eligible for payment. This includes activities such as singles tennis, racquetball, handball, court fees associated with these sports, basketball, exercise classes, hockey, soccer, martial arts training, skating, cross country skiing and gymnastics.
- d. Fitness/exercise equipment (e.g., stationary bikes, treadmill, stair stepper, rowing machine, ice/inline skates, skis)

The following are not eligible for payment:

- a. Activities and equipment with a relatively low aerobic benefit, such as bowling, golf, dancing, horseback riding, archery, and baseball/softball. Also excluded are whirlpools, saunas, and massage therapy.
- b. Any clothing costs, competitive registration fees or costs for food will not qualify for payment.
- c. Membership fees for clubs that are primarily social in nature (i.e., country clubs, golf/tennis clubs)
- d. Accessory items (e.g., book holders, water bottles/holders, bike racks), assembly charges, shipping fees and maintenance contracts.

Employees are advised to have a physical examination by their physician if they are beginning a new program of physical activity.

Employee may not participate in any Sick Leave for Wellness eligible program on City time.

Sports, activities and equipment not listed will be evaluated on a case by case basis by Human Resources.

Approved Deferred Compensation Contributions

Eligible employees will be allowed to convert accumulated sick leave to deferred compensation deposits. Deposits in combination with all other payments to the deferred compensation accounts are subject to maximum deferral regulations. Accumulated sick leave used for deferred compensation contributions will be paid according to the City's sick leave severance schedule based on the employee's years of service and wage at the time that the contribution to deferred compensation is requested. Requests for contributions under this section must be submitted to Human Resources by December 15. Contributions will be made to deferred compensation plans via payroll deduction in December pre-tax.

Employees who are in the process of terminating employment are not eligible for payments under this program. All requests for payment under this program must be approved by Human Resources.

Council Member introduced the following resolution and moved for its adoption:

RESOLUTION #

**RESOLUTION APPROVING
NON-UNION SICK LEAVE FOR WELLNESS POLICY**

WHEREAS, non-union employees have requested a Sick Leave for Wellness Policy; and

WHEREAS, this policy would mirror the approved AFSCME Sick Leave for Wellness Policy; and

WHEREAS, employee wellness supports the achievement of City goals.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE
CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA,**

Confirms the recommendation of the Personnel Committee to authorize a Non-Union Sick Leave for Wellness Policy as an addition to the City's current Personnel Policy.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member, , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 27th day of September, 2011.