

City of Sedalia



City Council Work Session

Monday, May 24, 2010

Personnel Background

- **City of Sedalia employs 220 full-time employees to meet the needs of our community**
- **Employee management and processes are governed by the City's Personnel Regulations**
- **Consistent employee practices are critical to the health of an organization**
- **There is not a designated office/employee to coordinate and guide personnel management**

Personnel Background

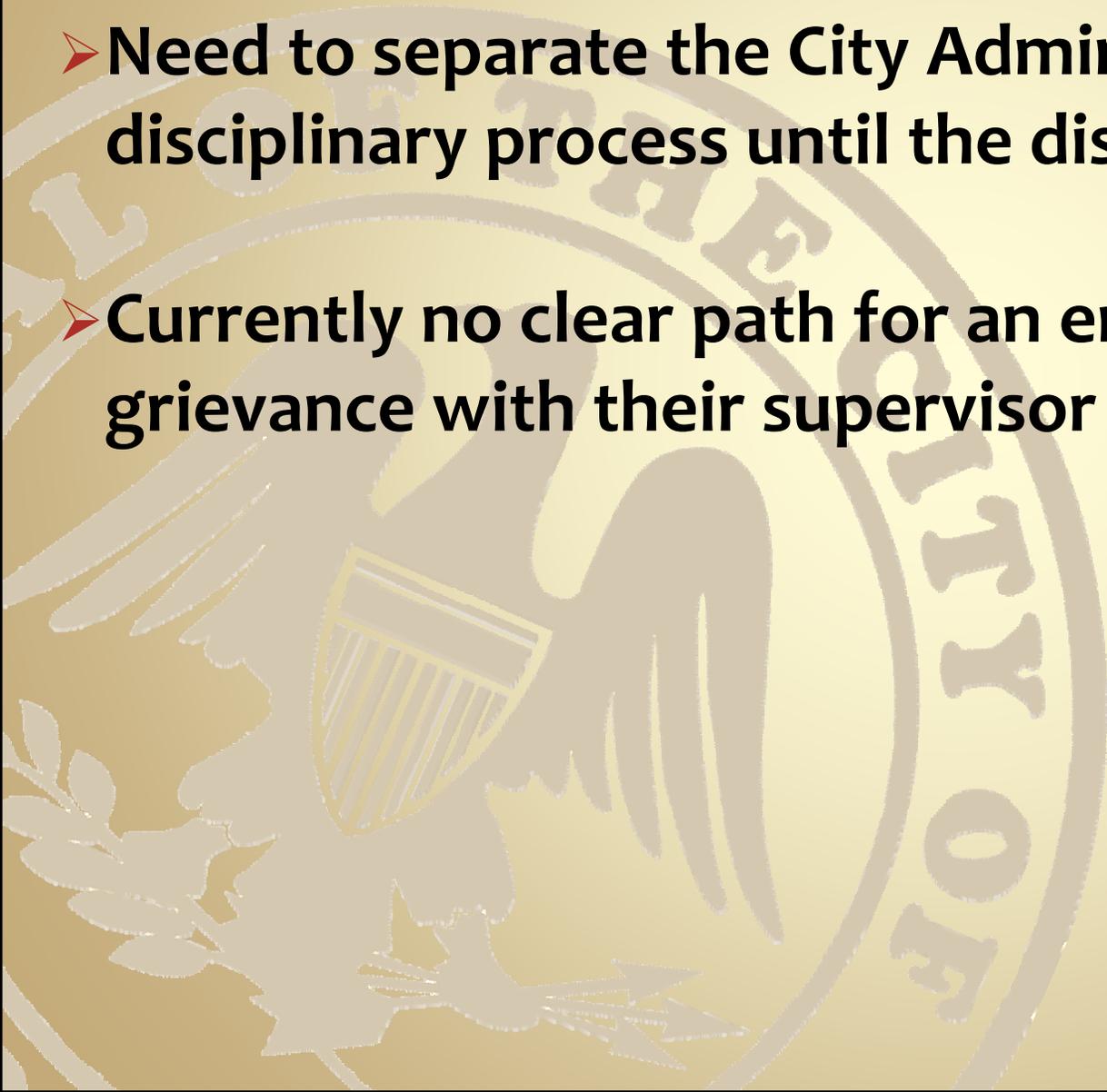
- **Human Resource / Personnel Departments are common place in similarly sized private-sector organizations**
- **Besides recruiting and hiring quality employees, personnel administration encompasses employee training/development, retention of quality employees, management of evaluation systems, oversight of disciplinary processes, benefits administration, job descriptions.**

Current Challenges

- Personnel Regulations that have not been updated to reflect current personnel law / practices
- Application of personnel policies varies from Department to Department
- Need to strengthen the management of problem employees
- Staying focused on the changing world of municipal personnel management and ability to implement

Current Challenges

- **Need to separate the City Administrator from the disciplinary process until the disciplinary hearing**
- **Currently no clear path for an employee to address a grievance with their supervisor**



Current Personnel Practices

Division of Responsibilities

➤ **City Clerk**

Advertise positions in the media; provide various employee forms (applications, accident reports, educational assistance, work comp, retirement); receive employment applications; coordinate required pre-employment testing (physical, drug screening, DMV check); initial employee paperwork (benefits registration, tax information); e-Verify; draft protest letters for unemployment cases; oversee controlled substance testing program; coordinates benefits fair; employee IDs; garnishment paperwork; verify PTO use; retirement paperwork/counseling

➤ **Administration**

Post positions internally and to internet; coordinate annual employee evaluations; maintain staff information on City website; prepare disciplinary process paperwork; prepare annual salary increase authorizations during budget process

Current Personnel Practices

Division of Responsibilities

➤ **Finance**

Payroll; EEOC reports; insurance billing; coordinates health/wellness fair

➤ **Community Center**

Produces monthly newsletter

➤ **Individual Departments**

Screen employment applications; identify candidates for interview; interview and select candidates; departmental orientation and training; conduct employee evaluations; initiate disciplinary process

➤ **Personnel Committee**

Recommend policy changes/updates; review care leave requests

Personnel Priorities

Recommendations

- **Establish Personnel Department**
- **Incorporate space for Personnel Department into the City Hall Renovation Phase II project**
- **Complete comprehensive review of personnel regulations and recommend revisions**
- **Begin transitioning personnel management duties to the Personnel Department**

Personnel Priorities

Recommendations

➤ **Establish Personnel Department**

❖ **By utilizing existing employees, the Personnel Department will be created without increasing staffing levels or operational costs**

- Assistant to the City Administrator – Personnel Director
- Community Center Director – Personnel Specialist

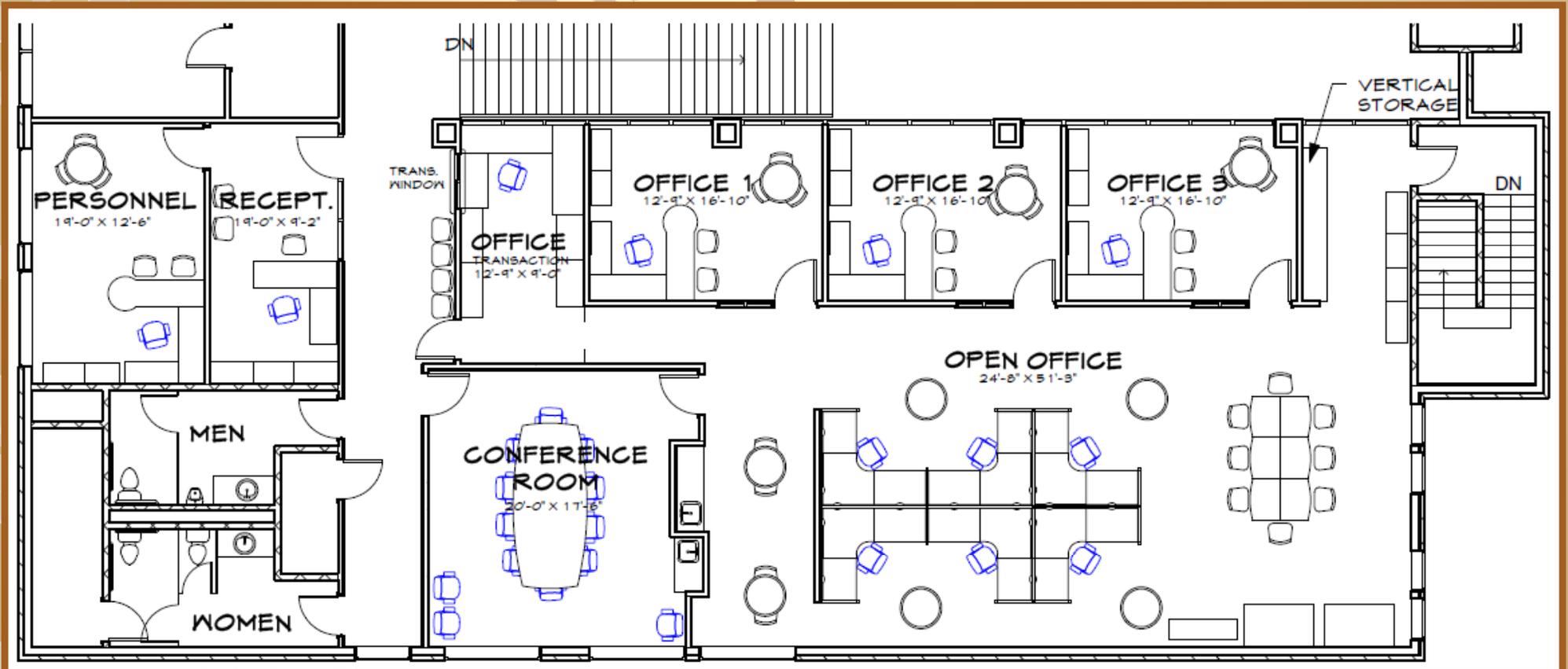
❖ **Begin to standardize procedures**

- Hiring – good input is an investment in the organization
- Employee development
- Addressing employee concerns as they arise

Personnel Priorities

Recommendations

- Incorporate space for Personnel Department into the City Hall Renovation Phase II project



Personnel Priorities

Recommendations

- **Complete comprehensive review of personnel regulations and recommend revisions**
 - ❖ **Several of the challenges we have had with various employee management issues have been rooted in an outdated personnel manual**
 - Salary schedule, Family & Medical Leave Act (FMLA), Light Duty
 - ❖ **Incorporate all personnel policies into regulations**
 - Controlled Substance, Educational Assistance, IT Use Policy, Sick Leave

Personnel Priorities

Recommendations

- **Begin transitioning personnel management duties to the Personnel Department**
 - ❖ **Coordinate with City Clerk, Finance, Departments on logical transition times**
 - Recruiting / hiring / promoting / disciplinary action
 - Controlled substance testing
 - Benefits / initial post-hire sign-up
 - Paperwork management

Personnel Priorities

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