

CITY OF LEBANON
PERSONNEL BOARD MEETING MINUTES
JANUARY 23, 2020

BE IT REMEMBERED that the Personnel Board of the City of Lebanon, Missouri, met in Regular Session on January 23, 2020 at 5:00 p.m. in the Conference Room at City Hall located at 401 South Jefferson.

The following Personnel Board members were present: Mayor Pro Tem and Councilwoman LeAnn Mather, Councilman Ken Eldridge and Councilwoman Sheila Mitchell. Absent: None

A quorum was declared.

Mayor Pro Tem Mather served as Chairman.

Staff members and others in attendance: City Administrator Mike Schumacher, Human Resource Director Kathy Milliken, and Assistant City Administrator/City Clerk Laina Starnes.

MINIMUM WAGE

City Administrator Mike Schumacher reported to the Personnel Board that government was exempt from the passed state ballot issue on minimum wage. He said, however, that the City would not be able to compete in the if it didn't follow suit. Schumacher said that, as of January 2020, minimum wage was \$9.45 and would increase by .85 each year in January until 2023. He then asked for direction on whether the City should follow state law. After a very short discussion, the Board took the following action.

Mather moved and Mitchell seconded that the Board direct staff to follow the State of Missouri minimum wage law provisions and amend the City of Lebanon Personnel Policies and Regulations Handbook by adding the following language.

"Minimum wage sets the lowest hourly rate an employer can legally pay certain workers. The City of Lebanon will follow the State of Missouri minimum wage law provisions."

Motion carried as follows: Yea: (3) Eldridge, Mitchell and Mather; Nay: (0) None; Abstain: (0) None; Absent: (0) None.

MINIMUM REQUIREMENT FOR FIREFIGHTERS

City Administrator Mike Schumacher spoke about several options being considered for hiring Fire Department employees. One was to hire individuals with some level of experience and certification and then grow them in a limited time frame. The other would be an effort to capture hometown individuals less likely to move away and had no experience and/or certification by hiring them as a contract employee as they go to school. He said he thought this option could possibly attract high school students and volunteer firefighters. Individuals hired under this option would be paid a salary and their contract would include a repayment provision should they not fulfill their contractual

obligation. Schumacher further stated the Fire Department was thrilled that these options were being considered.

A brief discussion commenced where Councilwoman Mather stated she felt this could be tied back to the newly passed public safety tax.

City Administrator Mike Schumacher said he wasn't seeking any action at this time and he would probably bring something to City Council at a later date.

PERSONNEL POLICES AND REGULATIONS RELATED TO MARIJUANA

City Administrator Mike Schumacher spoke about the impact of marijuana in the workplace. He stated that he and Human Resource Director Kathy Milliken had attended a Missouri Municipal League Regional Meeting on this subject matter and the attorney who spoke suggested that cities include language in their policies to make them clear. Proposed language was presented for the Board's review. After a short discussion, the following action was taken.

Mitchell moved and Eldridge seconded that the Personnel Board approve the following changes to the City of Lebanon Personnel Policies and Regulations Handbook.

Note: Changes are noted in red.

11.1 Drug Free Workplace

The City is established as a drug-free workplace. The use of, or impairment by, alcohol or controlled substances is strictly prohibited. **The City makes no exception to this rule for Medical Marijuana in any amount.** The City maintains an alcohol and controlled substance testing program outlined in Appendix A.

Appendix A: Drug, Controlled Substance, and Alcohol-Free Workplace Policy

The City of Lebanon values its employees and recognizes their need for a safe and healthy work environment. Furthermore, employees abusing drugs, **including Medical Marijuana**, and alcohol are less productive and are often a risk to the safety and productivity of the City. The establishment of this policy is consistent with the City's desire to promote a safe and accident-free workplace.

Motion carried as follows: Yea: (3) Eldridge, Mitchell and Mather; Nay: (0) None; Abstain: (0) None; Absent: (0) None.

ADJOURNMENT

Eldridge moved and Mitchell seconded that the meeting be adjourned. Motion passed unanimously. Meeting adjourned at 5:24 pm.

ATTEST:



City Clerk Laina Starnes



Mayor Pro Tem/Chairman- LeAnn Mather