

AGENDA

REGULAR SESSION OF THE EMPLOYEE COUNCIL MEETING
WEDNESDAY, FEBRUARY 9, 2022 AT 10:00 AM
BISBEE POLICE DEPARTMENT, TRAINING ROOM, 1 AZ-92, BISBEE, ARIZONA

ROLL CALL

| Name: | Department: | Position: |
|-----------------|-----------------------|---------------------------|
| Nina Williams | City Clerk's Office | Chair |
| Alison Williams | Library | Co-Chair |
| Joe Ward | Community Development | Department Representative |
| VACANT | Fire Dept. | Department Representative |
| Kevin Pacheco | Fire Dept. | Department Representative |
| Jay Ritchie | Police Dept. | Department Representative |
| Tim Cox | Police Dept. | Department Representative |
| Josh White | Public Works | Department Representative |
| Lorena Valdez | Public Works | Department Representative |
| Grace Wiggins | Finance | Department Representative |
| Eva Millspaugh | Queen Mine Tour | Department Representative |
| Joelle Landers | Personnel Director | Staff Liaison |

THE FOLLOWING ITEMS ARE FOR REVIEW AND DISCUSSION:

1. Review Action Agenda from 02/07/2022 Civil Service Commission meeting.
 - Update Job Descriptions:
 - i. Establish separate job descriptions for Part Time employees.
 - ii. Increase all Part Time position salary ranges up to the current minimum wage of \$12.80 per hour.
 - iii. Establish separate job descriptions for Full Time employees.
 - iv. Increase salary ranges for Full Time employees (40 hour/week, 2080 hour/annually) to starting wage of \$15.00 per hour.
 - v. Increase salary ranges for the following positions commensurate with Market Analysis and current wages:
 1. Deputy City Clerk, \$17.00 hour
 2. Accountant, \$17.00 hour
 3. Police Officer, \$18.00 hour
 4. Police Sergeant, \$20.00 hour
 5. Zoning & Building Inspector, \$20.00 hour
 6. Library Manager, \$18.00 hour
 7. Mine Operations Manager, \$20.00 - \$25.00 hour - TBD

Should anyone need any special accommodations for this meeting including, but not limited to, ZOOM meeting format link in order to attend meeting remotely, please contact Joelle Landers, City Staff, at (520) 432-6271 at least 24 hours in advance of the meeting.

8. All current employees in the positions listed either meet or exceed the proposed hourly rate.
 - vi. Fire Department (56hr/week, 2912 hour/annually) salary ranges to starting wages as follows:
 1. Firefighter/EMT, \$12.80 hour
 2. Firefighter/Paramedic, \$13.80 hour
 3. Fire Lieutenant (3), \$14.00 hour
 4. Fire Captain, \$15.00 hour
 - vii. Change Deputy Police Chief FLSA status to Exempt.
 - viii. Updates to Education, Experience and Certification for the Firefighter/EMT and Firefighter/Paramedic Job Descriptions.
 - ix. Equal Employment Opportunity Statement and Reasonable Accommodations Statement added to every job description in addition to the City website and Personnel Rules and Regulations.
2. Change the Longevity Plan to set dollar amounts from percentages.
 3. Further review of Action Agenda from 02/07/2022 Civil Service Commission meeting, if needed.
 4. 2022 Holiday Calendar
 5. Review and Discussion of Wellness Funds from Blue Cross/Blue Shield for FY22.

COMMENTS

Agenda items for next meeting.

ADJOURNMENT

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