

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

THE FOLLOWING ITEMS WERE REVIEWED AND DISCUSSED:

CALL TO ORDER AT 10:09 AM

1. Review Action Agenda from 02/07/2022 Civil Service Commission meeting.

ACTION AGENDA REVIEWED WITH EMPLOYEE COUNCIL. MEMBERS WERE IN AGREEMENT WITH THE CSC RECOMMENDATIONS MADE ON MONDAY, FEBRUARY 7, 2022 INCLUDING RESEARCH INTO COMPRESSION AND COLA.

- 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
 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

ALISON WILLIAMS DISCUSSED THE IMPORTANCE OF JUNETEENTH AND THE CITY RECOGNIZING IT AS A PAID HOLIDAY. NO ACTION TAKEN TO MAKE ANY CHANGES TO THE CURRENT HOLIDAY SCHEDULE.

5. Review and Discussion of Wellness Funds from Blue Cross/Blue Shield for FY22.
COMMITTEE WAS IN AGREEMENT TO GET \$100 GIFT CARDS TO TARGET FOR ALL CITY EMPLOYEES.

COMMENTS

Agenda items for next meeting.

**ADJOURNMENT: 10:55 AM
MOTION TO ADJOURN: ALISON WILLIAMS
SECOND: GRACE WIGGINS
UNANIMOUS**