



City of Pocatello Human Resources

MARCH 10, 2022 WORK SESSION

Employee Handbook Amendment Proposal:
Removal of 12.5 odometer mile requirement for immediate
response positions

Current Policy

Section A – General Policies

17. Residency

All City employees, unless designated by job description as immediate response personnel, will be permitted to live anywhere inside or outside of the city limits.

Employees designated as immediate response personnel must live 12.5 odometer miles from their usual daily work site and must be able to be at the job site in thirty (30) minutes or less. Positions that are designated as immediate response personnel and must respond quickly for the public's safety, health, and welfare include all airport maintenance personnel; all street department personnel except administration; public transportation mechanic; all water department employees except administration; and all water pollution control department employees except administration.

Proposed Policy

Section A – General Policies

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WHY THE CHANGE?

Recruiting

Impacted Positions

Department	Position
Airport	Airport Manager
Airport	Airport Maintenance Supervisor
Airport	Airport Operations Specialist
Airport	Airport Senior Equipment Operator
Animal Services	Animal Services Director
Fleet	Fleet Manager
Fleet	Fleet Service Writer
Fleet	Mechanic - EVT Certified
Fleet	Mechanic with Tools
Fleet	Shop Foreman with Tools
Mayor's Office	Public Information Officer*
Parks	Parks Superintendent
Parks	Parks Supervisor
Parks	Maintenance Technician
Sanitation	Sanitation Operations Supervisor
Street	Equipment Operator
Street	Lead Equipment Operator
Street	Senior Equipment Operator
Street	Street Maintenance Supervisor
Street	Street Master Electrician
Street	Traffic Operations Supervisor
Street	Traffic Signal Electrician
Transit	Transit Maintenance Supervisor
Water	Lead Plumber/Valve Specialist
Water	Pump & Purification Technician
Water	Water Construction & Maintenance Supervisor
Water	Water Department Construction Worker

*the response time requirement is being added to this position

Department	Position
Water	Water Department Day or Night Service Worker
Water	Water Department Lead Construction Worker
Water	Water Department Lead Plumber/Pipefitter
Water	Water Warehouseman
Water	Water Distribution Supervisor
Water	Water Mainline Foreman
Water	Water Operations Supervisor
Water	Water Superintendent
WPC	Mechanic
WPC	WPC Collection System Operator
WPC	WPC Collection System Supervisor
WPC	WPC Electrical and Instrumentation Assistant
WPC	WPC Instrumentation & Programming Specialist
WPC	WPC Lead Collection System Operator
WPC	WPC Lead Plant Operator
WPC	WPC Plant Electrician
WPC	WPC Plant Maintenance Supervisor
WPC	WPC Plant Maintenance Technician
WPC	WPC Plant Operations Supervisor
WPC	WPC Plant Operator
WPC	WPC Pump and Generator Specialist
WPC	WPC Senior Collection System Operator
WPC	WPC Senior Plant Operator
WPC	Water Pollution Control Superintendent

Steps

With approval from City Council to proceed the following steps will occur:

Legal will review the proposed change to the policy

The handbook amendment will appear on a regular meeting agenda

Handbook amendment will be signed by the Mayor and distributed to employees

All updated job descriptions will be distributed to the employees who hold the positions

Approval to proceed?