

MINUTES

COUNCIL FINANCE & HUMAN RESOURCES COMMITTEE

Monday November 30, 2020 – 9:00 AM
City Hall Administrative Conference Room

Members Present: Geraldine Dinkins, Chair, Council Member
Mac Morrow, Vice Chair, Council Member
Jim Fatland, City Manager
Kelley Craig, Human Resources Director

Staff Present: Tom Whitlock, Deputy Finance Director & Tax Collector
Denise Hodsdon, Executive Assistant

A. Welcome & Call to Order

Committee Chair Geraldine Dinkins called the meeting to order at 9:01 AM.

B. Certification of Quorum

Quorum was certified by Executive Assistant Denise Hodsdon.

C. Approval of Minutes of July 24, 2020 Meeting

Motion by Mr. Morrow, seconded by Mr. Fatland to approve the minutes of the July 24, 2020 meeting as presented. The motion carried unanimously.

D. Audit Report for Year-Ended 6/30/2020

This item was postponed until the next meeting on December 14, 2020.

E. Update City Employee Personnel Manual

Kelley Craig reviewed the proposed amendments to the City's Personnel Policy and noted that it has been several years since this was updated. She explained that she had reached out to the NC League of Municipalities and they don't have best practices or sample policies but they did refer her to some that they thought would be good examples. She has reviewed policies from Transylvania County, City of Gastonia, Town of Wake Forest and several others to pull together some language that addresses the changes that we needed. She highlighted some of the more significant changes, including the following:

1. Language change from Permanent Employee to Regular Employee;
2. Full-time definition changed to 30 hours based on ACA requirements;
3. Pay Plan relative to reclassification or promotion changed to 5% increase per pay grade up to a maximum of 15%;
4. Exempt employees:
 - a. Will receive one week flex time at the beginning of the year and must use that time before other types of leave, except for sick time;
 - b. Allowance for overtime or comp time under certain circumstances;
5. Changed Recruitment section to add language under the EEO policy to match new federal requirements;
6. Probationary period may be shortened for fire and sworn law enforcement personnel with significant experience and qualifications;
7. Employment of relatives – added language to include “close personal relationship”;
8. Added a section on inclement weather and emergency closings;
9. Added a Social Media Policy;
10. Updated the Harassment Policy to be more expansive;
11. Updated Workplace Violence section;
12. Employee Benefits:
 - a. Holiday schedule – updated Christmas holiday schedule to match State and Transylvania County schedules and gives the manager discretion to allow the Department Heads to modify the schedule in instances where that creates an operations issue;
 - b. Annual Leave Policy – added language to give credit for prior service with the NC Local Government Employee Retirement System, which will help with recruitment of individuals from other cities and counties;
 - c. Updated Leave of Absence Without Pay section to clarify that employees must use all leave appropriately before they go into a leave without pay status;
 - d. Added clarification language to the Shared Leave Policy;
13. Administrative Leave section – added clarification language regarding disciplinary action;
14. Grievance Policy:
 - a. Fixed inconsistencies in the number of days for each step and timeline for all steps is now working days;
 - b. Limited the grievances that can go to the Personnel Board to involuntary demotions, suspensions without pay or dismissal. If an employee had a grievance of another nature, it would stop at the City Manager’s level.
 - c. Modified the Personnel Board section to mirror what they will hear and narrowed their scope to strictly be a grievance hearing board. Ms. Dinkins questioned whether we should narrow the scope of the Board. She feels that the Personnel Board serves as an independent advisory board and adds credence to the process. Following discussion, there was consensus to remove the amendments relative to the scope of the Personnel Board and leave the policy as is.

There was discussion about the proposed Social Media Policy and about employment of relatives, but there were no changes to the language as proposed.

There was consensus to send the amended policy to City Council for consideration on December 7th. Ms. Craig noted that if adopted by City Council, it would become effective immediately. She said a copy will be sent to all employees and she plans to hold a series of small group sessions to review the policy and changes.

F. Set Date for Next Meeting

The next meeting of the Finance & Human Resources Committee is scheduled for Monday, December 14, 2020.

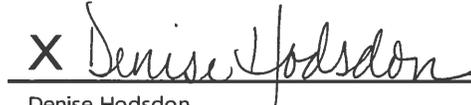
G. Adjourn

There being no further business, the meeting was adjourned at 10:22 AM. .

X 

Geraldine Dinkins
Chair, Council Member

Minutes Approved: December 14, 2020

X 

Denise Hodsdon
Executive Assistant