



February 1, 2011

The Personnel Board was called to order by Jerry Nolen, Human Resources Director in a meeting held, Friday, January 28, 2011 at 8:10AM in the Conference Room at Pelham City Hall for the quarterly meeting of the Personnel Board. The regular meeting scheduled for January 14, 2011 was dismissed due to the absence of two members resulting in a quorum not being available.

Present were Board members Jim Collins, and Mark Delk; also present were Jerry Nolen, Human Resources Director; and Janis Parks, Administrative Assistant.

Items discussed included the following: Ms. Parks presented a proposal for an Employee Voluntary Sick Bank. The recommendation is attached and presented in like manner. The Board gave a favorable approval, but cannot vote in the same meeting. A formal acceptance letter will be prepared and forwarded to the members for additional review. The original will be at City Hall for signatures. Upon completion of the assigning the review committee members, the employees will be notified.

No other new business was brought before the Board.

The next quarterly meeting for the Personnel Board will be determined at a later date and the Board will be notified.

With no other discussion or items brought forth, the Personnel Board concluded the meeting and adjourned at 8:50AM.

**PERSONNEL BOARD
CITY OF PELHAM**

In accordance with Civil Service Law Rule 1.2B.c and Rule 1.2B.f., which identifies that the Personnel Board shall:

- c. *'review, approve, disapprove, or modify administrative actions and conduct of the program by the Human Resources Director'*
- f. *'transact such other business within the purview of the Board within the intent of the law.'*

Members of the Personnel Board, under signature, hereby approve the establishing of the Employee Voluntary Sick Bank as defined by the following procedure:

The Employee Voluntary Sick Bank is different than the one established under Promulgated Rules of the Civil Service Law, which requires any used time must be paid back prior to leaving employment. This Voluntary Sick Bank gives employees the opportunity to donate their own personal accrued sick leave hours which can be used by other employees, without having to pay back the time used.

This will allow an employee to continue with their sick time during critical illnesses when they have exhausted all of their accrued leave and Sick Bank hours. Hours used from the Voluntary Sick Bank do not have to be paid back, and any hours not used, are returned to the main Voluntary Sick Bank. This bears no additional expense to the City and provides support and encouragement to the employee during the continued recovery period of their illness. This leave is not available with FMLA.

Requests to donate hours to the Voluntary Sick Bank will be accepted at any time. The employee must be a permanent, active employee to donate. Donations are limited to 40 hours annually. The requests will be processed and appropriate reports provided to the employee. Copies will also be provided to the Department Head.

The hours collected in the Voluntary Sick Bank will be made available to all full time employees based upon requests. The requests will be submitted to Human Resources to forward to the committee for review and approval. The committee will consist of a representative from Human Resources, two employees at large and one Supervisor/Manager and/or Department Head, to be selected by the Personnel Board. The committee will also consist of the current Personnel Board.

Requests to access the Voluntary Sick Bank should contain the description/purpose of the additional sick leave hours (medical certification may be required) and the number of hours needed. The request will be processed through the committee and the employee will be notified of approval or denial. The Department Head will be notified for signature and the request will be forwarded to the Mayor for review.

Once the employee's request has been processed, the hours will be added to the Attendance Plan and Human Resources will be responsible for updating the hours during the time the employee is using the Voluntary Sick Bank.

Approved by the Personnel Board this _____ day of _____, 2011.

Board Member

Board Member

Board Member

EMPLOYEE VOLUNTARY SICK BANK

Under approval of the Personnel Board, the following Review Committee is hereby established in connection with requests submitted by employees for use of the Employee Voluntary Sick Bank.

Committee members are appointed by the Personnel Board and will serve for two (2) years. Any member who wishes to be removed from the Committee, must do so in writing to the Personnel Board. Meetings will be held on an 'ad-hoc' basis. This means that when a request is received for access to the Employee Voluntary Sick Bank, the committee will be convened as soon as possible.

A chair is to be selected and a secretary is to be selected in order to maintain minutes.

Review Committee Members:

Personnel Board Member

Personnel Board Member

Personnel Board Member

Grant Sasser, Racquet Club

Kyle Waters, Police

Anthony Booker, Water

ANNOUNCEMENT

February 7, 2011

To: All Full Time Employees

The City of Pelham Personnel Board has approved the establishing of an employee voluntary sick bank. This sick bank is different than the one established under Promulgated Rules of the Civil Service Law, which requires any used time must be paid back prior to leaving employment. This Employee Voluntary Sick Bank gives employees the opportunity to donate their own personal accrued sick leave hours which can be used by other employees, without having to pay back the time used.

This will allow an employee to continue with their sick time during critical illnesses when they have exhausted all of their accrued leave and personal Sick Bank hours. Hours used from the Employee Voluntary Sick Bank do not have to be paid back, and any hours not used, are returned to the main Employee Voluntary Sick Bank. This bears no additional expense to the City and provides support and encouragement to the employee during the continued recovery period of their illness. This leave is not available with FMLA.

Requests to donate hours to the Employee Voluntary Sick Bank will be accepted at any time. The employee must be a permanent, active employee to donate. Donations are limited to 40 hours (5 days) annually. The requests will be processed and appropriate reports provided to the employee. Copies will also be provided to the Department Head.

The hours collected in the Employee Voluntary Sick Bank will be made available to all full time employees based upon requests. The requests will be submitted to Human Resources to forward to the Review Committee for review and approval. The Review Committee will consist of a representative from Human Resources, two employees at large and one Supervisor/Manager and/or Department Head, to be appointed by the Personnel Board. The committee will also consist of the current Personnel Board.

Requests to access the Employee Voluntary Sick Bank should contain the description/purpose of the additional sick leave hours (medical certification may be required) and the number of hours or days needed. The request will be processed through the committee and the employee will be notified of approval or denial. The Department Head will be notified for signature and the request will be forwarded to the Mayor for review.

Once the employee's request has been processed, the hours will be added to the Attendance Plan and Human Resources will be responsible for updating the hours during the time the employee is using the Voluntary Sick Bank.

City of Pelham Personnel Board