



January 10, 2014

The Personnel Board was called to order by Janis Parks, Human Resources Director, in a meeting held, Wednesday, January 8, 2014 at 5:05PM in the Conference Room at Pelham City Hall.

Present were Board members, Jim Collins, Greg Darnell, and via telephone, Bobby Hayes.

Business before the Board was to review a generic job description for Laborer workers throughout the organizations. The job description was reviewed and discussion began concerning the varying pay in the departments. The classification pay plan identifies that the Laborer, or entry level, in Ballantrae Golf, Park & Recreation, Racquet Club and Facilities Maintenance are on the same pay scale with the first step entry as \$26,589.00. The Civic Complex, Public Works and Water are on the same pay scale with the first step entry as \$30,000.00.

The Board requested that the employees within these departments be reviewed and determine the impact of any salary movement. Also, to be included, is the impact if the pay scale for Golf, Park, Racquet and Facilities changed to 3.5% between each step instead of 3%.

Spreadsheets for the above recommendations are included with these minutes.

Other discussion included the two openings at the Civic Complex & Ice Arena for the Pro Shop Manager and the Skate School Director. Ms. Parks advised the Danny Tate, Administrator at the Complex would be meeting to review the job description and requirements and post the job openings and soon as possible.

Mr. Darnell asked how the Board would begin to review the Civil Service Law updates. Mr. Hayes advised that the Board needed to have the original copy of the Act in order to begin the review. Mr. Hayes requested that Ms. Parks provide copies to the Board. Mr. Collins suggested that each article be assigned to be reviewed and then discussed at the Board's next meeting. Mr. Hayes also advised the Mayor Waters had some revision suggestions and that the Mayor should be included in the meetings.

The Board agreed to meet every 3rd week with the next meeting being scheduled for Wednesday, January 29, 2014. A list of the future meetings is included with these minutes.

With no other business to come before the Board, Mr. Darnell made a motion to adjourn, Mr. Collins seconded, all approved and the meeting was adjourned at 6:15PM.