



Personnel Board

June 5, 2014

The Personnel Board was called to order by Janis Parks, Human Resources Director, in a meeting held, Wednesday, May 15, 2014 at 5:05PM in the Conference Room at Pelham City Hall.

Present were Board members, Jim Collins, Greg Darnell, and Bobby Hayes was added via conference call. Also attending, Mayor Gary Waters and Rick Hayes.

Business before the Board was to continue review of the Civil Service Law and provide suggested changes and/or updates. Beginning with Rule 7, changes were made to Rule 7.1 to define the Hours of Work. This will include that they are established by the Department Head with approval by the appointing authority. It will also include a statement for compliance with State and Federal Labor laws.

Rule 7.2 should include 'sick leave'; it should also include 'shift trade time' (Fire)

Delete Rule 7.5. Rule 7.6 should be amended as a statement that Seasonal, Temporary and Part-time Employees earn any leave.

Discussion concerning Holidays was extensive due to the consistent 'banking' of this time over the years. The Mayor suggested providing the holiday hours at the beginning of the year (fiscal or calendar). If they are not all used, there is no carry over and not balance. The concept is similar to how military personnel use their allotted 21 days. It should all be calculated or awarded as 'hours'. It may be necessary to add a revision to include a definition of 'typical and non-typical' employee (on how the holiday hours are taken). Specifically address first responders schedule.

Mr. Hayes addressed the earning of vacation leave based on the seniority levels and requested that not be changed. He made a motion to leave Rule 7.12 as written; Mr. Collins seconded and the vote was unanimous. Rules of Order?

There was also discussion about looking at all leave as Earned Time Off (ETO) or Paid Time Off (PTO), as a procedural change. Only in the instances of Sick Leave for current Tier I State Retirement participants due to the provision to 'bridge' unused sick leave. However, separate attendance plans could accommodate this provision.

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 7:05PM.

The next Board meeting will be held on Wednesday, June 25, 2014 at 5:00PM in the Conference Room at City Hall.