



Personnel Board

July 3, 2014

The Personnel Board was called to order by Janis Parks, Human Resources Director, in a meeting held, Wednesday, June 25, 2014 at 5:04PM 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 7.13 change the last sentence in the rule to include...'and Mayor'. A request was made to revisit Rule 7.11 and delete the word 'comparable' in the last sentence. The next request for change is in Rule 7.16 to delete 'in a regular position'. Rule 7.17 should be changed to indicate that an Executive Order is issued by the Mayor and not the Human Resources Director; and delete the word 'comparable'.

Discussion for Rule 7.18 included the need to add a definition of the State Employees Retirement System requirements of Tier I and Tier II participants. The suggestion was to include a reference that specific legislative act. Also, the reference to Rule 7.23 should be corrected to Rule 7.22.

Rule 7.19 discussion addressed the specific needs of use of sick time for absences. a. Personal illness; b. ok as written; c. delete; d. use only 'family'; e. 'family'. An additional paragraph should be included that for 'extenuating circumstances as approved by the Mayor'.

Rule 7.20 should include the word 'and' in the last sentence. Rule 7.21 Restrictions is good as written however, item b. need to be addressed by legal.

Rule 7.22 discussion on the use of Supplemental Sick leave also included the discussion about the definition, frequency of use, and the restriction of its use for 'recuperative' periods. The paragraph is to be rewritten to better explain the rule. Rule 7.23 to have the word 'by the board' deleted.

Rule 7.24 Overtime: Rule 7.24.a.4 need to change the work 'agency' to 'city'. For paragraph b. change 'incumbents' to 'employees'. The board and discussion with other attendees included the need to define 'exempt' and 'non-exempt' as determine by Fair Labor Standards Act. The definition in paragraph c. should be moved to the beginning of this section. Include changing the 'authorized superior' to 'appointing authority'.

The board had previously approved a clarification of 'on-call' and needs to have copies sent to the board to review in order to address the Rule 7.24.d.1. This will be available for the next meeting also. Rule 7.24.d.2 was requested by the Mayor to be deleted.

With no other business to come before the Board, Mr. Hayes made a motion to adjourn, Mr. Collins seconded, all approved and the meeting was adjourned at 7:10PM.

The next Board meeting will be held on Wednesday, July 16, 2014 at 5:00PM in the Conference Room at City Hall.