



Personnel Board

August 25, 2014

The Personnel Board was called to order by Janis Parks, Human Resources Director, in a meeting held, Wednesday, August 20, 2014 at 5:01PM in the Conference Room at Pelham City Hall.

Present were Board members, Jim Collins, Greg Darnell, and Bobby Hayes. Also attending, Mayor Gary Waters and Rick Hayes.

Prior to beginning the continued updates for the Civil Service Law, the Board took action on the request from the Facilities and Maintenance department to add to their Pay Plan the Equipment Operator classification. Discussion for the need included using current resources to assist in the schedules. The additional work is in conjunction with an effort to support the Pelham City School needs for grounds maintenance. While it was not necessary for the Board to vote, they were in agreement to the addition of the classification, funding is to be presented to the Council in FY2015 budget.

Beginning with Rule 9 in the Civil Service Law, no changes were proposed. Rule 10 should have the pronoun 'his' corrected to include appropriate language for including all persons. A note will be made for Butch Ellis to review for the correct wording.

Rule 11, Promulgated Rules. Discussion included the Sick Leave Bank. Application from employees is for 5 days (40 hours). The City will then include an additional 20 days for a total of 200 hours. A copy is attached to these minutes. There were no proposed changes to this rule. Department Heads are responsible for approving and submitting the requests.

The Safety Manual is also a promulgated rule and a revision of the handbook was introduced. The manual has been updated to remove redundant rules and add new ones. A motion to adopt the updated manual was made by Greg Darnell, seconded by Jim Collins. All members voted in the affirmative. The revised Safety Manual will be copied and distributed to all the employees.

With the completion of the proposed revisions to the Civil Service Law, the Board suggested that Butch Ellis should attend the next Board meeting. Since a copy of the proposed changes will be sent to Butch for his review, the Board suggested in order to allow time for the review, to meet on September 1, 2014. Ms. Parks will forward the updates to Mr. Ellis and will invite him to the meeting.

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 6:22PM.

The next Board meeting will be held on Wednesday, September 17, 2014 at 5:00PM in the Conference Room at City Hall.

PROMULGATED RULE
CITY OF PELHAM, ALABAMA CIVIL SERVICE LAW

TITLE: SICK LEAVE BANK

The following rule is hereby promulgated by the Personnel Board of the City of Pelham, Alabama to be established as standard operating procedure immediately upon its passage by the Board.

A SICK LEAVE BANK is hereby authorized and established for the use of full-time, classified employees who elect to become members of said SICK LEAVE BANK and who comply with the requirements and rules hereinafter established.

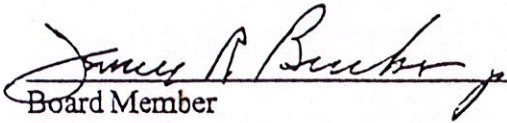
Any full-time, classified employee of the city may become a member of the SICK LEAVE BANK by agreeing to permanently transfer five (5) accumulated sick days from their personal sick leave reserve into the SICK LEAVE BANK. Upon application for retirement from the City, these five (5) sick days will be transferred back into the account of the retiring employee.

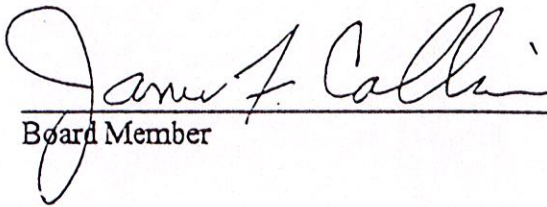
Probationary employees may elect to become members of the SICK LEAVE BANK once they have accumulated five (5) sick days in their personal leave account.

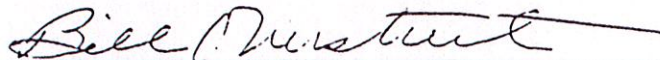
Any full-time, classified employee of the City, who is a member of the SICK LEAVE BANK and has expended all available accumulated Leave in accordance with the procedures for the use of paid Leave established by the Civil Service Law, may apply to the Mayor for permission to draw up to a maximum of twenty-five (25) work days (which equals 200 hours) per any consecutive twelve (12) month period from the SICK LEAVE BANK. All Civil Service rules regarding use of sick leave must be complied with for all sick leave usage including any use of time from the SICK LEAVE BANK.

Upon return to active duty following any use of time from the SICK LEAVE BANK, an employee will pay back all time drawn from the SICK LEAVE BANK by having his or her monthly accumulation of Sick Leave deleted from their personal Sick Leave account and transferred back into the SICK LEAVE BANK until such time as the total time drawn from the SICK LEAVE BANK has been repaid. If an employee discontinues employment with the City prior to full pay-back of time owed to the SICK LEAVE BANK, the total remaining time owed will be deducted from the employee's final compensation check.

Approved by the personnel board, this the 29th day of January, 2002.


Board Member


Board Member


Board Member