



February 20, 2015

The Personnel Board was called to order by Janis Parks, Human Resources Director, in a meeting held, Thursday, February 19, 2015 at 5:11PM in the Conference Room at Pelham City Hall.

Present were Board members, Jim Collins, Greg Darnell, and Bobby Hayes. Also attending, City Attorneys Butch Ellis and Josh Arnold; also Rick Hayes and Ron Scott.

Ms. Parks addressed to the Board to consider a request to include the newly appointed position of Public Defender to the Classification Pay Plan for Court. The pay is the same as the Judge and Prosecutor, and is listed in the Classification Pay Plan for information purpose only in budget preparation. Jim Collins made a motion to add, Bobby Hayes seconded, all voted in the affirmative.

An updated copy of the Court Classification Pay Plan sheet will be made available to the Board.

Mr. Ellis addressed the Board to advise it would be necessary to advertise the upcoming changes or revisions to the Civil Service Act. While typically, each page is to be advertised, the cost would be at least \$50,000. Therefore, Mr. Ellis suggested that a 'synopsis' of about two pages be created to be published. The announcement should run for four (4) weeks.

The Board will not have to prepare anything formal for the introduction of the Civil Service Act changes to the legislative body.

The employee can be notified of the changes/revisions with a copy of the draft available by either paper copy or on the website.

During the review of the draft corrections, Mr. Hayes requested a change to Page 33 in the last sentence on the page for 'may' to 'shall'. Correction noted. Also, throughout the document it was recommended that there be consistency in the 'titles' based on the definition. Josh Arnold will advise the legislative service to address those issues throughout the document; includes 'Department Head', 'Director', 'Board', etc.

Discussion centered on Page 47, line 12 in the procedure of a promotional probationary employee, who is demoted for unsatisfactory service. This rule includes language that instructs the Director to determine the manner in which the employee shall be retained in the service. Bobby Hayes desires a different process that includes not only the Department Heads, but also the Council.

Greg Darnell disagreed in that the Mayor is responsible for the employees and day to day operations and not the Council. The Council is responsible for the funding of positions; but cannot create any new positions.

At 5:47PM Mr. Hayes requested the Board to convene in Executive Session for approximately ten (10) minutes. No reason given.

The Board reconvened at 5:56PM. Mr. Ellis advised that he would address language to use in the rule for a promotional probationary employee.

When the revised act passes, it is then law. However, there are no time frame restrictions for issuing an updated handbook, but should be available as soon as possible. Since the 'track changes' document was used for the initial corrections and changes, it will be easier to work on any updates and corrections. Copies and distribution will be handled from the Human Resources department.

Mr. Ellis advised it would not be necessary for the Personnel Board to convene for review of the synopsis and can be handled through email as needed.

With no other business to come before the Board, a motion to adjourn was made by Greg Darnell, seconded by Jim Collins, all voted and the meeting was adjourned at 6:35PM.