



December 9, 2015

The Personnel Board was called to order by Bobby Hayes, Board member, in a meeting held, Wednesday December 2, 2015 at 5:05PM in the Conference Room at Pelham City Hall.

Present were Board members, Jim Collins, Greg Darnell, and Bobby Hayes. Also present were Rick Hayes and Mayor Gary Waters. Other employees and department heads were also in attendance.

The purpose of the meeting was to continue discussion of the pay plan revisions.

Dell Ann Holly, IT Manager presented her proposed changes to the IT pay plan. Discussion included looking at all of the classifications within the IT pay plan and have the comps available. A this is a department of one, responsibilities should be shared.

Hal Brown, General Manager, Golf had not received all of the input from other golf courses , but should have by the end of the week. Once the data is received in HR, the spreadsheets will be updated.

The Police and Fire Chief presented the job descriptions for the entry level (non-certified) and the proposed salary. It was recommended that this be presented to the City Council in a Resolution to adopt during the December 7, 2015 Council meeting. Greg Darnell made a motion to adopt the new classification and pay proposal; a second was made by Jim Collins. All approved. Ms. Parks will prepare a cover letter from the Board to the City Council and City Clerk with appropriate documents attached for preparation of the Resolution to adopt and fund.

In the Police pay plan, discussion with Chief Palmer about the Dispatchers. Greg Darnell suggested that they be treated as Public Safety and that the pay should reflect the 100% percentile. The other admin staff pay was recommended for the 3.75% pay adjustment.

Billy Crandall requested that the Park and Racquet Club supervisor position be adjusted for an increase.

The next meeting is scheduled for Wednesday, December 9, 2015 at 5:30PM.

A motion to adjourn was made by Bobby Hayes a second by Greg Darnell. The Board meeting was adjourned at 8:33PM.



December 3, 2015

TO: Pelham City Council
Mayor Gary Waters

FROM: Pelham Personnel Board

Re: Pay Plan update for Additional Classification

In a meeting held on Wednesday, December 2, 2015, the Personnel Board unanimously voted to approve two additional classifications to the City of Pelham Classification and Pay Plan. With supporting documentation attached, the Board respectfully requests the City Council to approve these additions.

Police

Non Certified Entry Level (One step only) G1E, S1 \$40,000

Fire

Non Certified Entry Level (One step only) G1E, S1 \$40,000

Requirements are included in the job descriptions for candidates to meet certifications within a specific period of time in each respective department. These timeframes are in accordance with the Alabama Peace Officers Standards and Training Commission and/or the Alabama Personnel Standards Commission.

For any additional documentation or questions, please contact Janis Parks in Human Resources on 620-6524.

Regards,

Bobby Hayes
Greg Darnell
Jim Collins