

September 8, 2017

The Personnel Board was called to order at 5:30 pm by Ty Story, Human Resource Director, in a meeting that was held on September 6, 2017, in the Conference Room at Pelham City Hall.

Greg Darnell, Jim Collins and Bobby Hayes were present.

Mr. Story opened the meeting by presenting a job description for a HR Specialist and asked the Board to approve and add this position to the classification pay plan. After discussion, this item was tabled pending funding of the position by the City Council.

Mayor Waters presented a request to reclassify the position of Building Official (GB4) under the Fire/Building/Insp/Engineering Department to a G5 classification equivalent to the Battalion Chief classification. The Board was asked to maintain the GB4 classification structure for future use. After discussion, a motion was made by Mr. Hayes to approve this classification change as recommended by Mayor Waters. Mr. Darnell seconded the motion and it was approved with no opposition.

Mr. Story presented a request to integrate the Revenue Clerk (G4) classification with the Accounting Analyst (G2) classification to have only one classified structure as G4. The current G4 classification contains 12 steps which allow two additional steps if certified. With the integration, steps 1 and 2 would be removed to only have 10 steps starting with Step 1 at \$40,809.02 and ending with Step 10 at \$56,839.34 with certification being required for all future vacancies. After discussion, this item was tabled until later.

Mr. Story presented his requests to amend sections of the Civil Service Law Handbook.

- * Amend **Section 4.9 Types of Appointments** to remove all “permanent” wording
- * Amend **Section 4.9 d #4 Temporary Appointments** to change duration to eight months
- * Amend **Section 7.14 Eligibility for Sick Leave** to allow probationary employees use of sick leave following 6 months of employment but require a doctor’s excuse
- * Amend **Section 7.18 Proof of Illness** to change time period to 3 days due to FMLA guidelines
- * Amend **Section 7.20 Supplemental Sick Leave** to change maximum days to 730 to coincide with the RSA Sick Leave Conversion Chart
- * Amend **Section 7.21 Injury With Pay** to add wording “may be granted leave with pay through voluntary use of accumulated time. Once accumulated time is completely exhausted, the employee will be eligible for injury with pay leave time.”

After much discussion regarding each item by members, these were tabled pending a request by the Board for Mr. Story to reach out to the City’s attorney for an opinion on each. The Board will address these requests after the attorney’s recommendation is presented.

With all new business addressed, Mr. Hayes made a motion to adjourn and Mr. Collins seconded the motion. All present members affirmed and the meeting was adjourned at 7:20 pm.

Respectfully submitted,
Candy Porter