

EIG WORK SESSION #2
HUMAN RESOURCES (HR)
COMMITTEE
MINUTES
July 28, 2015

In Attendance

Vice Chair Moses Freeman, Committee Chair, called the meeting to order at 10:00 a.m. in the J.B. Collins Conference Room. A quorum was present, including Council Chairwoman Carol Berz and Council members Chris Anderson, Russell Gilbert, Chip Henderson and Jerry Mitchell. Also present was Assistant City Attorney Valerie Malueg. Council members Larry Grohn, Yusuf Hakeem and Ken Smith were not present.

Others in Attendance

Mayor's Office: Travis McDonough, Brent Goldberg and David Carmody; Human Resources: Todd Dockery, Tina Camba and Madeline Green; Public Works: Lee Norris; Council Office: Nicole Gwyn, CMC, Council Clerk; SEIU: Kate Sheets and numerous city employees.

Procedural Matters

Chairwoman Berz announced the cancellation of today's Strategic Planning meeting so that councilpersons may attend the funeral of the fallen sailor.

Today's Agenda

Vice Chair Freeman allowed councilpersons to make recommendations on hearing presentations related to the Employee Information Guide. A discussion ensued. With no presentations, Vice Chair Freeman opened discussion on the list of parking lot items that resulted from the July 14th HR Committee meeting.

EMPLOYEE INFORMATION GUIDE
PARKING LOT ITEMS

1. Page 5, Section D- Overtime Pay and Compensatory Time
(Requested by Mr. Gilbert) "Paid leave such as holiday and personal leave does not apply toward time worked."

Discussion ensued.

2. Page 7, Section F- On-Call Pay
(Requested by Mr. Gilbert) "The designated on-call exempt employee is expected to be easily reachable and able to report to work within forty-five (45) minutes of receiving notification."

Councilman Gilbert moved to change 45 minutes to 1 hour. The motion failed.

3. Page 7-8, Section H- Pay Rates For Changes In Status
(Requested by Mr. Gilbert) “1. Promotion- When an employee is promoted to a position in a higher salary grade, the rate of pay shall be at least the minimum rate of the new position range.” “5. Temporary Salary Adjustment- The Department Head may request approval for additional compensation when an employee temporarily assumes responsibilities that are significantly outside the scope of their normal job duties.”

Councilman Mitchell moved to revise wording on #1 so that it reads: “...not lower than the minimum rate of the new position range.”

[Attorney Malueg also advised the Council that a majority of the entire Council (5 votes) was needed to prevail on a vote during this committee meeting.]

4. Page 10, Section A- Equal Employment Opportunity. Section B Anti-Harassment
(Requested by Mr. Henderson)

Councilman Henderson informed the Council about a document called “The Law.” He agreed to distribute a copy to each councilperson. Vice Chair Freeman left this item in the parking lot so that all councilpersons could have time to review the document.

5. Page 15, Section D- Recruitment
(Requested by Mr. Gilbert)

Discussion ensued.

6. Page 19, Section H- Employment Actions
(Requested by Mr. Anderson) “Demotions”

Councilman Anderson recommends detailing/outlining “progressive corrective action” in this section.

7. Page 22, Section K- Employee Onboarding
(Requested by Mr. Henderson) “Is a promotion considered a ‘new hire’?”

Discussion ensued.

8. Page 25, Section O- Breaks
(Requested by Mr. Gilbert) “If an employee chooses not to take advantage of rest breaks, then this time may not be accumulated and added to lunch periods or any type of leave.” There was also discussions about smokers getting more breaks than non-smokers.

Councilman Gilbert asked to keep this in the parking lot for further discussion. Vice Chair Freeman agreed.

9. Page 26, Section Q- Employee Time Records
(Requested by Mr. Gilbert) “Employees are not permitted to sign in/clock in before their normal starting time or to sign out/clock out after their normal quitting time without the prior approval of their supervisor;”

Discussion ensued.

Adjournment

Vice Chair Freeman closed today's discussions after parking lot item #9 and adjourned the meeting at 11:31 a.m.