

Agenda  
City of Elk Run Heights  
Personnel Policy Workshop  
Eddis Winstead Council Chambers  
December 10, 2019 - 6:00 p.m.

Mayor Swope, Sr. called the Workshop to order at 6:00 pm. Roll call of Council Members: Present – Bass, Schellhorn, Smock, Ratchford, Bass and Wilson. Quorum present.

Smock/Ratchford motion to approve of the December 10, 2019 Workshop Agenda

Personnel Policy Handbook workshop: Council reviewed revised handbook and discuss the below topics for further change and update:

- a. Table of contents needs to be changed to match the handbook.
- b. The City Council may delegate this authority to city department head as to council sees fit.
- c. Fixed “mayor of council” to “mayor and council” regarding workplace violence
- d. Need to fix some formatting errors such as section and subsection numbering and lettering
- e. Changed “report accidents to clerk” to include “and the clerk needs to report to the council” regarding workplace accidents
- f. Discussed and confirmed the benefit of having two council members perform job evaluations alongside the mayor.
- g. Changed who can set work hours for employees from mayor to council since council does the hiring
- h. Council approves time off, litigation and some other situations. Mayor approves bereavement, voting time, overtime, jury duty, use of city property, solicitation, safety and drug testing
- i. PTO max and carry over is 480
- j. Changed section on pregnancy to 6-8 from 12 weeks with approval from council for additional weeks/time needed
- k. Council decided to eliminate comp time
- l. Travel and reimbursement need to state that mileage will be reimbursed on mileage from Elk Run City Hall to the desired destination – not from the employee’s home

Ratchford/Wilson motion to adjourn at 6:48 p.m. Ayes-five. Motion carried.

Attest:

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Tim Swope, Sr., Mayor

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Julie Eastman, City Clerk