

MINUTES OF THE PERSONNEL BOARD MEETING
HELD ON THURSDAY, FEBRUARY 28, 2008
BRANNON CENTER, 105 N. RIVERSIDE DRIVE,
NEW SMYRNA BEACH, FL 32168

Chairperson Pohlar called the meeting to order at 4:00 p.m.

ROLL CALL:

Chairperson Martha (Micky) Anne Pohlar	-	present
Board Member Dianne C. Shelby	-	present
Board Member Elaine Giannini	-	present
Board Member Robert Chapin	-	not-present
Board Member Jesse McGuirk	-	present

APPROVAL OF MINUTES OF MEETING HELD JANUARY 24, 2007

Ms. Giannini made a motion to approve the minutes from the previous meeting, seconded by Ms. McGuirk.

NEW BUSINESS

Ms. Pohlar opened the discussion by asking the members if they have any concerns with the way the meetings are held. There were no concerns.

Ms. Pohlar asked if the members had a chance to review Section VIII of the Policies and Procedures manual and proceeded to ask if there are any questions about holiday pay. There were none. She asked if there are any questions on page 76, Item C, Personal Leave. Ms. McGuirk asked why personal leave is listed on page 76 and page 87. Ms. Hargy explained that page 76 refers to employees and page 87 refers to department heads and the two groups accrue time differently. Ms. McGuirk suggested the accruals listed on both pages should be consistent to state the time accrued in hours. Ms. Hargy agreed and stated that the time can be changed to hours on page 87 and the word "hours" to be added on page 76.

Ms. Pohlar asked what personal leave includes. Ms. Hargy stated that personal leave is combined vacation, sick, and bereavement time. Ms. Shelby asked if bereavement will continue to be included in personal leave. Ms. Hargy stated that it should be separated and it is subject to discussion. She explained that compared to other cities we should consider having a policy that separates this time.

Ms. Hargy made a remark that the word "hours" will also be added on page 77, Item C, Personal Leave, in order to stay consistent.

Ms. Pohlar asked if there are any questions on page 78, Item G, Court Leave. There were none.

Ms. Giannini addressed page 76 and 77, under the original Policy and Procedures Manual, Item J, Family and Medical Leave, number 8, and stated a concern that the City reserves the right to

require the employee to obtain a second opinion. Ms. Pohlar discussed why the City may ask for a second opinion and that it is only requested under certain circumstances.

Ms. McGuirk asked if the City outsource's Family Medical Leave Act claims. She stated that her employer outsource's the clinical side of FMLA to determine the amount a time an employee should remain on FMLA. Ms. Hargy stated that the City would make that determination based on acceptable time.

Ms. Pohlar asked if there are any questions on page 79, Training and Education. There were none.

Ms. Hargy addressed page 79, Training and Education and stated that the City will review training and education for budget purposes and asked the members if they have any concerns they want to share or any additions they feel should be added to the policy.

Ms. Giannini asked if there are any positions that require specific licenses in order to be considered for employment. Ms. Hargy stated that one department does require a CDL license and the City pays for that along with conferences and training that is required for continued education. Ms. Giannini stated that some companies do not reimburse education because it is a requirement of the job and required education needs to keep a license is only reimbursed to a specific dollar amount. Ms. Hargy stated that is something that can be reviewed and that there are different types of reimbursement programs to look at. Ms. McGuirk asked how many employees are currently being reimbursed for education and Ms. Hargy replied a handful.

Ms. Shelby stated that we should try to capture how many employees are utilizing the program to decided whether or not to continue the program. Ms. Pohlar stated that training and education is generally the first program to go during budget cuts. Ms. Hargy stated that it is a necessary part of business.

Ms. Pohlar addressed page 81, Military Leave, number 6, and stated a concern as to why an employee must provide proof of satisfactory performance while on active duty to be eligible for reinstatement and stated that she didn't believe it is anyone business and it can be a touchy situation. Ms. Shelby wondered if that statement is included so that the City will know if an employee was dishonorably discharged. Ms. Hargy stated that she didn't believe that the City receives performance information from an employee while on military leave. She stated that any mandated information passed regarding military leave will be automatically added to the policy.

Ms. Pohlar addressed page 81, number 7 and asked why an employee is required to submit a physical upon returning from military leave. Ms. Giannini stated that through out the policy book the word "shall" is used. Ms. Shelby stated that any employee who is out on leave has to submit a physical. Ms. Hargy stated that it will be changed to "will be".

Ms. Pohlar asked if there are any questions on page 81, Leave of Absence. Ms. Hargy asked what the number of days is when the employee has to apply for a leave of absence. Ms. McGuirk stated the five-day rule. Ms. Pohlar stated the ten-day rule and the employee had to be reevaluated every thirty days. Ms. Hargy stated that we may want to add a statement stating that if an employee is out for more than seven days for whatever reason they will be placed on a leave of absence. Ms. Shelby verified that this is for an unpaid leave of absence and Ms. Hargy replied yes, unpaid leave of absence. Ms. Shelby stated that if it is for a paid leave then there

shouldn't be any changes to the employee's seniority date. Ms. Hargy stated that if the employee is out for more than thirty days, then it will effect the seniority date.

Ms. Shelby addressed maternity leave and asked if that would be considered a paid leave for six weeks. Ms. Hargy replied not necessarily. It depends on if the employee has short-term disability because that will pay for the time off along with the personal time the employee has accrued. Ms. Shelby asked if that would effect the seniority date. Ms. Hargy stated that if it is over thirty days then the seniority date will be adjusted. Ms. McGuirk asked how that works and Ms. Hargy explained how the seniority date is adjusted for employees who are on leave for more than thirty days. Ms. Shelby asked if that effects the retirement date. Ms. Hargy stated that it does not effect retirement because the employee will still receive a contribution for the first thirty days.

Ms. Pohlar addressed page 83, Family and Medical Leave, number 4, and asked why the word "female" is crossed out. Ms. Hargy stated that family medical leave applies to any employee, not just women.

Ms. Pohlar addressed page 84, Family and Medical Leave continued, and asked if there are any questions. Ms. Shelby addressed number 9 and stated that the phrase "under the Family Medical Leave Act" should be added after "as required by law".

Ms. McGuirk stated that the second paragraph doesn't read as if everyone is treated the same when requesting an extension for Family Medical Leave. She said that a supervisor can extend Family Medical Leave based on personal preference to the employee. Ms. Hargy stated that individual situations are reviewed and decisions are made based on the needs the department.

Ms. Pohlar addressed page 85, Domestic Violence Leave, and asked if there are any questions. Ms. Giannini made a recommendation that the statue listed on the policy should have quotations. Ms. Giannini addressed the second paragraph and stated a concern as to where the phrase "household member" came from. Ms. Hargy stated it came straight from the statute, however, not verbatim.

Ms. Shelby addressed page 85, last paragraph, second line, and made a recommendation to change the word "the City" to "Personnel Department". Ms. Hargy made a suggestion to change it to "provide your department".

Ms. Shelby addressed page 86, second paragraph, and made a suggestion to change the word "HR" to "Human Resources".

Ms. Pohlar address page 86, Personal Leave, and asked if there are any questions.

Ms. Shelby addressed page 87, number 3 and asked if the City Manager approved all personal leave. Ms. Hargy stated that whoever the employee reports to would be the one to approve personal leave.

Ms. Pohlar addressed page 88, Personal Leave continued, and asked if there are any questions. There were none.

OLD BUSINESS

None

OTHER BUSINESS

Ms. Hargy passed out a Benefits Survey to the members and explained that the local cities participated in a survey that shows a comparison of benefits between the cities. She stated that the City's bereavement leave is not consistent with the other cities. Ms. Pohlar stated that the standard time allowed for bereavement leave is three days or five days depending on if the employee travels out of the state. Ms. Shelby stated that there is no cost difference.

Ms. Pohlar asked if there are any other questions or concerns. There were none.

ADJOURNMENT

Ms. McGuirk made a motion to adjourn which was second by Ms. Giannini. The meeting was adjourned at 5:00 p.m.

The next meeting is scheduled for Thursday, March 27, 2008 at 4:00 p.m.