

MINUTES OF THE PERSONNEL BOARD MEETING
HELD ON THURSDAY, MAY 22, 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 MARCH 27, 2008

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

NEW BUSINESS

Ms. Pohlar opened the discussion by stating that Section X, Corrective Actions, of the Personnel Policy and Procedures Manual, appears to be missing additional pages after page 95. Ms. Shelby made a motion to stop the review of the section after number 4 on page 95 and continue the remainder of the section at the next meeting. Ms. McGuirk seconded.

Ms. Pohlar stated that she found the introduction confusing because it explains corrective actions in three divisions. She wanted to clarify that “non-supervisory” means “employees”. Ms. Hargy stated that is correct.

Ms. Pohlar asked if there are any questions on page 87, Non-supervisory employees. Ms. Shelby addressed a grammatical correction on number 2, paragraph 4 and stated that the second line needed to be indented so it lines up with the rest of the paragraph.

Ms. Pohlar asked if there are any questions on page 88. Ms. Shelby addressed section b, Written Reprimand, and suggested that the written reprimand should be reviewed by the Human Resources Department before it is issued. Ms. Pohlar agreed and suggested that the statement, “documentation of the oral counseling will be made a part of the employee’s personnel file”, just as it is stated on page 87, number 3, section a, oral Counseling. Ms. Giannini asked if oral counseling is held with another person. Ms. Hargy said that it depends on the circumstance. Union members can request a union steward to attend counseling. Ms. Giannini suggested a statement be added that stated an employee can request another person at oral counseling.

Ms. Pohlar asked if there are any other questions. Ms. Shelby asked for clarification on exemptions and disciplinary actions regarding suspensions. (915) Ms. Hargy stated that under the Fair Labor Standards Act, a suspension cannot be less than one day. It has to be a minimum of a

full day. Ms. Pohlar addressed the issue that if an employee is out on an unpaid suspension and is later found not at fault, then the employee is entitled to receive back pay and suggested a statement to be added to that effect. Ms. Hargy suggested the following statement, "If not substantiated, then the employee will be made whole".

Ms. Pohlar asked if there are any questions on page 89. There were none. She asked if there are any questions on page 90, Group Offenses. There were none. She asked if there are any questions on page 91. Ms. Hargy stated that on page 90 under Group I Offenses there are four recommended actions. Under Group II Offenses there are three recommended actions, then under Group III there is only one corrective action. She recommended adding an additional step of "up to a ten-day suspension" to keep it progressive with the other Group Offenses.

Ms. Pohlar asked if there are any questions on page 92. She stated that she noticed that there is not a reference to alcohol abuse up until now. Ms. Hargy stated that a drug and alcohol policy is stated earlier in the Policy. Ms. Pohlar stated that she noticed it was only referenced once. Ms. Hargy stated that is listed as a serious offense under Group III so it will not be listed under Groups I and II Offenses. Ms. Shelby asked if a suspension would be appropriate for a drug or alcohol offense. Ms. Hargy stated that it depends on the situation and how the policy was violated. Ms. Pohlar stated that she feels a ten -day suspension fits the offense.

Ms. McGuirk addressed page 92, section b, and suggested that the statement, "...significant dollar value" be defined by an actual dollar amount. Ms. Giannini suggested the statement, "significant value". Ms. Pohlar stated that at her employment the law determined the meaning of the dollar value. Ms. Shelby suggested defining the term.

Ms. Pohlar asked if there are any questions on page 93, 94 or 95. There were none. She stated that she felt the policy was good.

Ms. Hargy stated that the next meeting will continue on page 95, number 5, then the Board can begin the review of the next section. She said she will make the suggested changes to the policy and submit it to the City Manager.

OLD BUSINESS

None.

OTHER BUSINESS

None.

ADJOURNMENT

Ms. Giannini made a motion to adjourn which was second by Ms. Shelby. The meeting was adjourned at 4:30 p.m.

The next meeting is scheduled for Thursday, June 26, 2008 at 4:00 p.m.