

**Human Resources Meeting**  
**Wednesday, December 28, 2016 – 7:45 a.m.**

Meeting Agenda:

- Management
  - Chain of command – recommendations
- Part-time Administrative Assistant
  - Step-by-step instruction
  - Two six-hour days
  - Modified duties and processes
  - Training
  - Minutes – Summarize vs facts
  - Board Secretary
    - Management
    - Training
    - Part-time - Lucy
  - Position Target Market
- Exempt employees
  - No overtime
  - Separate pay for separate duties okay
  - Job description duties
- Succession Plan
  - Retire/rehire
  - Modify position
  - Hire and train
- Employee Handbook & Policy review
  - Current Handbook was adopted by Ordinance 2005-15
  - Cell Phone reimbursement policy updated – will update into new handbook
  - Last review left off on page 10 – Comp Time
    - Concerns regarding Comp/Flex time
    - Gift topic unresolved
    - Safety shoes – “if designated” – should it be put in job descriptions
    - Add minimum callout time of 4 hours to handbook
  - Last meeting – process was to finish reviewing with Mayor, HR & Dept. Heads.  
Then go to Serve Dept. employees, then Solicitor, then Council
- Goals for 2017
  - Handbook adoption
  - Job Description adoption

*- website - online audio*

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