

Minutes of a Special Called Meeting of the Saltville Town Council held on Tuesday, November 18, 2008 at 7:00 P.M., at the Town Hall to discuss the Personnel Policy.

PRESENT: Steven W. Johnson, Town Manager
Edward T. Asbury, Jr., Assistant Town Manager
Christian W. Burkholder, Town Attorney

COUNCIL: Dickie Dye, Danny Maiden, Todd Young, Neil Johnson, Thomas Holley,
Stanley Cahill

ABSENT: Jeffrey L. Campbell, Mayor

Councilman Maiden chaired the meeting in the absence of Mayor Campbell and called the meeting to order.

Councilman Dye discussed the Personnel Policy in detail and the change that need to be made and/or corrected. Councilman Dye stated this will have to be done by Council since the Council is the present Personnel Committee.

Councilman Dye's discussion and comments from Council are listed below for the changes within the Personnel Policy that will be brought back for Council review and approval.

Page 1) Section I, line c Dissemination of Rules

The Town Manager and/or Assistant Town Manager will furnish copies of all rules and changes thereto, and shall be responsible for maintaining a complete set of rules, and for bringing these rules to the attention of all employees of the Town. Each employee shall acknowledge in writing their receipt of a copy of these rules and their acceptance of these rules.

Section I, line d Organization for Personal

The Assistant Town Manger is the designated Personnel Officer and is responsible for personnel administration for the Town, subject to Council's approval. In the absence of the Assistant Town Manager the Town Manager shall be responsible for the administration these rules. Any reference hereafter to the Assistance Town Manager shall be deemed to be the Mayor, in the absence of the Town Manager or Assistance Town Manager or in the event of vacancy of that office.

Section II, line d Identification

All applications for employment must be interviewed and, when deemed necessary, at the sole discretion of the Town Manager and/or Assistant Town Manager , fingerprinted determine criminal record, if any, prior to being considered for employment.

Page 2) Section III, line a Equal Employment Opportunity

Second paragraph second sentence to The Town Manager, Assistant Town Manager, Department Heads, and each supervisor...

Page 3) line 2, Applicants determined to be the most qualified by the Assistant Town Manager and the Department Heads will be interviewed.

line 3) The Assistant Town Manager and Department Heads have the responsibility to determine whether the applicant is technically qualified for the position and if the applicant is compatible with the work environment.

line c 2) Employees dismissed during the probation period do not have the right of appeal except in cases of discrimination. Upon completion of the three month probationary period, the Town Manager, Assistant Town Manager, and Department Heads...

line d Type of Appointments

Probationary Employee - The probationary or working test period of three (3) months shall be served by both new or promoted employees and shall be utilized for closely observing the employees work, for securing the most effective adjustment of a new employee to his position, and for rejecting an employee whose performance does not meet the Assistant Town Manager's required standards...

Page 4) Emergency Employee - When an emergency exists that results in the stoppage of public service or loss or inconvenience to the public, appointments may be made by the Town Manager and the Assistance Town Manager...

line e, 7) It is the policy of the Town that the Town Manager and the Assistant Town Manager function ...

Page 5) line f, Orientation, Training & Safety

First paragraph - It is the policy of the town to provide orientation and safety programs for new employees and to conduct, support, or provide training programs an deemed necessary. The Assistant Town Manager is responsible for development and coordination of an orientation and safety program. Safety programs will be developed by the Assistant Town Manager...

Second paragraph - The Town Manager and/or Assistant Town Manager will be responsible...

line g, Personal appearance of Employees

third paragraph second sentence - At their discretion, the Town Council, Town Manager, or Assistant Town Manager may allow employees to dress...

Page 6) line h, Operators of Town Owned Motor Vehicles

Second paragraph - each employee that operates a Town owned motor vehicle must verify his licenses with the Chief of Police within ten working days each time a new license is issued by the Division of Motor Vehicles.

Section IV, Pay Practices, line a, Pay Plan

The pay of all employees is established by the Town Council for the department in which they are employed. The Town Manager and/or Assistant Town Manager shall be responsible for the development...

line c, Promotions

When an employee is promoted his/her salary shall be increased to the appropriate level

by the Assistant Town Manager and/or Town Manager...

line f Transfer, Demotion

The pay of a employee transferred to another department shall be reviewed by the Town Manager and Assistant Town Manager. The Town Manager's and the Assistant Town Manager's wage...

Page 6) line h, Compensatory Time will be discussed in detail at a later date

line i, Gun Allowance not needed

line j, Deductions - last paragraph, individual deductions for other than the said individuals shall be made only with the approval of the Assistant Town Manager and /or Town Manager...

Page 8) line l Administrative Salary Adjustment

last paragraph - Based upon findings and the general financial condition of the Town, the Assistant Town Manager and/or Town Manager shall....

Section V, line b, Sick Leave - second paragraph- add wife

Third paragraph third sentence - the Assistant Town Manager and/or Town Manager may investigate the alleged illness...

Page 9) line e, Temporary Disability

An employee who has exhausted his earned leave and is unable to continue work because of an extended illness, maternity reasons, or other valid reason, may be placed on leave without pay at the discretion of the Assistant town Manager and/or Town Manager up to thirty (30) days. Such leave after thirty (30) days shall ordinarily be at the discretion of the Assistant Town Manager and/or Town Manager...

line f, Official Duty Leave - An Employee may be granted a leave of absence with pay to participate in official meetings, activities, examinations, and institutions directly related to his/her work and associated with emergency volunteer services of the Town. Before any expense to the Town is incurred, for these activities, a travel request must be approved by the Assistant Town Manager and/or Town Manager...

Page 11) Section VI, line c, Dismissals

Dismissals will be made for inefficiency, insubordination, misconduct or other just cause. A Department Head, with the approval of the Assistant Town Manager and/or Town Manager...

line d, 5, Cause for Suspension or Dismissal - Being under the influence of intoxicants while on duty. if reasonable suspicion exists that drugs or alcohol are being used while on duty, the Town Manager and Assistant Town Manager...

Page 13) line e, Disciplinary Action

line 1) a., add verbal warning

line 1) c, add signed by the department Head and employee and file

line 3) In case involving serious misconduct or violation of law, suspension should be made immediate and appropriate Department Head should recommend termination of the employee. The Assistant Town Manager and/or Town Manager will review all

recommendations for termination before final action taken. Any terminations will be reported to the Town council within five (5) days by phone or letter.

Page 14) Separation of Employees

line c, Resignation

An Employee may leave the service voluntarily, by resignation, by stating his reasons therefore, to the Town Manager and Assistant Manager...

line d., Layoff line 1) The order of the layoff shall be inverse to the relative value of the employees to the Town as determine by the Town Council or designed representative on the recommendation of the Assistant Town Manager and/or Town Manager.

line 3) - Each employee laid off shall be given a written notice. whenever practicable, this notice shall be given at least thirty (30) days prior to the effective date, and any other information deemed necessary by the Assistant Town Manager and/or Town Manger.

After a motion, duly seconded, the meeting adjourned at 9:50 P.M.