

**MINUTES OF THE WORK SESSION
VIRTURAL MEETING
CITY OF TWIN OAKS BOARD OF ALDERMEN
WEDNESDAY, MARCH 3, 2021**

The Work Session was called to order by Mayor Fortune at 6:18 p.m. pursuant to public notice and agenda. Roll Call was taken:

Mayor Russ Fortune-yea

Aldermen Lisa Eisenhauer –yea
Tim Stoeckl-yea
April Milne – yea
Dennis Whitmore – yea

Also Present: Frank Johnson, City Clerk
Paul Rost, Attorney

PERSONNEL POLICY MANUAL UPDATES AND REVISIONS

City Clerk Johnson continued the review of the Personnel Manual with the Board. City Clerk Johnson verified with the Board that an employee cannot exceed 80 hours in compensatory time within one year. At the end of the year the employee will be paid for the hours which exceed 40 hours. The employee can carry 40 hours into the next year.

Employees now receive a Personal Spending stipend as opposed to the former Flex Spending Plan. This has now been updated to reflect the change.

City Clerk Johnson stated that the calculation for vacation time was confusing. The calculation has been redone and is now much easier to understand. The same was done with the calculation for sick leave. Neither of these changes alter the amount of time to which an employee is entitled.

City Clerk Johnson stated that one addition to the manual was an Unpaid Leave of Absence policy. The City is not large enough to be required to offer the Family Medical Leave Act (FMLA), however this will provide employees unpaid time off for family medical situations. The employee will need to submit a request for approval.

Attorney Rost revised the section on Termination of an Employee. This section was very vague in several areas. Attorney Rost stated that it is now clear after an employee is terminated how they will be paid and what events qualify for immediate termination. The policy provides the Board with guidelines on how to proceed in this situation.

Guidelines of how employees Personnel files should be kept. These are private and now there are specific guidelines on how they should be kept and who is able to view these files.

At the last meeting the Grievance Policy was reviewed. Any grievances which are filed will be kept in the employees file.

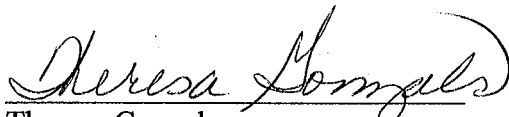
Alderman Eisenhower felt that it should be consistent throughout the manual to use either HR Director or City Clerk. Discussion ensued, and it was decided to give a definition to HR Director at the beginning of the manual which will now provide clarity.

Alderman Whitmore asked for clarification on the difference in what is considered full time by the City and by LAGERS. City Clerk Johnson stated that LAGERS only requires an employee to work 25 hours a week to be eligible for LAGERS.

ADJOURNMENT

Alderman Whitmore motioned to adjourn the Work Session Meeting at 6:52 p.m., seconded by Alderman Eisenhower and motion passed with the unanimous consent of the Board of those present.


Drafted By:

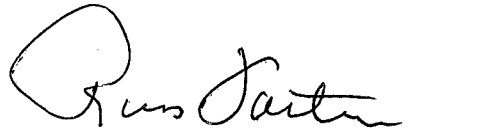

Theresa Gonzales,
Administrative Assistant

Date of Approval:

3-17-2021

ATTEST:


Frank Johnson,
City Clerk


Russ Fortune,
Mayor, Board of Aldermen