

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

The Work Session was called to order by Mayor Fortune at 6:16 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
Erin Seele, Attorney from Cunningham, Vogel & Rost

PERSONNEL POLICY MANUAL UPDATES AND REVISIONS

City Clerk Johnson stated him along with Paul Rost, City Attorney have been working to update and revise the Personnel Policy of the City. The goal was to bring the policy up to date and streamline for ease of use.

Employment Categories: The employment categories have been reduced from four to three. The categories are now full-time, part-time and temporary/seasonal. This will hopefully provide more clarity concerning benefits for each category. Discussion ensued. The Board did not have any additions or corrections to this section.

Discrimination and Grievance Policy: This section was cleaned up and streamlined. The majority of the section did not change. One change made was the term “harassment” was changed to “discrimination.” Attorney Rost explained the reasoning behind this change.

Another change was in how a grievance by an employee who believes they are the victim of discriminating or harassing behavior is handled. Previously an employee could go to an Alderman with a grievance. City Attorney Rost stated that it is generally not a good policy for an elected official to become involved in this type of situation. The revisions provide a clearer, more formal process for resolving grievances and allows the Mayor to step in if the incident involves the City Clerk acting as the HR Director.

Discussion ensued. The Board did not have any additions or corrections to these changes.

Compensatory Time: The City, before this time, did not have a written compensatory time policy outlining how it is acquired and used. City Clerk Johnson stated that he has worked with the payroll company and this is now included in the payroll software so it is now recorded and tracked.

The change to this section states that an employee who works in excess of 40 hours a week will acquire compensatory time-off at a rate of 1 hour of overtime will equal 1.5 hours of compensatory time. The maximum an employee could acquire is 80 hours within a calendar year. Hours which are not used by December 31st will be paid out. The Board may waive the limit in special circumstances.

The Board discussed certain situations and events which arise in the City which require staff to work overtime. Discussion ensued with how to handle these situations — should limits be set, guidelines imposed and who has the authority to ask an employee to work overtime and the amount of overtime worked, etc.

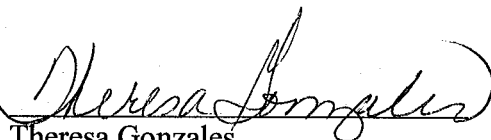
Discussion ensued. The Board decided to discuss this policy in a Closed Session due to the number of employees Twin Oaks has and not wanting to discuss specific situations in a public forum.

Due to the time limitation, the Board decided to continue the review of the remainder of the changes to the personnel policy at the next Board Workshop.

ADJOURNMENT

Alderman Stoeckl motioned to adjourn the Work Session Meeting at 6:59 p.m., seconded by Alderman Eisenhauer and motion passed with the unanimous consent of the Board of those present.

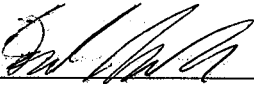
Drafted By:




Theresa Gonzales,
Administrative Assistant

Date of Approval: 2-17-2021

ATTEST:



Frank Johnson,
City Clerk



Russ Fortune,
Mayor, Board of Aldermen