

Palmetto City Commission
July 27, 2009 4:30 p.m.

Elected Officials Present:

Shirley Groover Bryant, Mayor
Brian Williams, Vice Mayor
Tamara Cornwell, Commissioner
Mary Lancaster, Commissioner
Tambra Varnadore, Commissioner
Alan Zirkelbach, Commissioner

Staff Present:

Jim Freeman, City Clerk
Allen Tusing, Public Works Director
Mark Barnebey, City Attorney
Tom McCollum, City Planner
Chief Garry Lowe
Deanna Roberts, Administrative Assistant

Mayor Bryant called the meeting to order at 4:30 p.m. followed by a moment of silence and the Pledge of Allegiance.

1. REPRESENTATIVE BILL GALVANO – LEGISLATIVE UPDATE

Representative Galvano was unable to attend the meeting and will give the legislative update at a future meeting.

2. DRAFT PERSONNEL POLICY

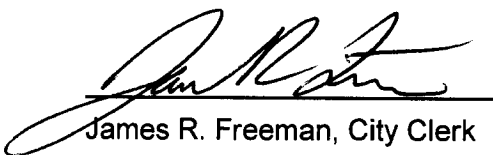
Mr. Freeman informed Commission the Personnel Policy Committee has submitted its suggested revisions to the policy in redline format. He is looking for Commission's input to take back to the Committee. Discussion ensued and Commission offered the following comments:

- Include a reference to job descriptions throughout, in case there is a change in a job description that Commission should be made aware of, and when referring to a department head, say department head *or designee*, wherever applicable.
- Add a separate section on elected officials, as the rest of the document refers to elected officials regarding ethics and state statutes.
- Page 6, Section E: Strike "Background investigation and," then insert "reference checks will be conducted on the top job candidates (s)" at the beginning of Section D.
- Page 6, Section F: Change the minimum period to be eligible for rehire from one to ten years.
- Page 6, Section 2.04, Hiring: Change the next to the last sentence to read: In addition, all employees are required to meet applicant conditions successfully; add "and the Mayor" so that the NOTE: sentence will read: The Department Head shall consult with the Human Resources Director *and the Mayor* if he/she plans to offer the applicant more than the entry level pay for the position; and, insert a reference to Section 7.01 at the end of the sentence that reads "Any offer other than the minimum starting step must be within the pay plan guidelines. "
- Page 7, Section 2.05.01 Initial Probationary Period: Change the police officers probationary period from six months to one year, **at the recommendation of Chief Lowe.**

- Page 7, Section 2.06 Promotion: Change the initial probationary period for sworn officers from six months to twelve months, **at the recommendation of Chief Lowe.**
- Page 8, first sentence: Show that an extended probationary period shall be in writing.
- Mr. Barnebey will research the state definition of relative as it pertains to voting conflicts and nepotism. Mrs. Varnadore suggested that the section on nepotism be included in the separate section created for elected officials. Mr. Barnebey said he will research the state statute on the apparent contradiction regarding *appointing official* as compared with department heads and elected officials which was her concern.
- Page 8, Section 2.08: On the last line of this section, change supervisor to department head and HR Director.
- Page 9, Section 2.10, Dual Employment: Mr. Barnebey will research Commission's concern about minimum parameters for dual employment. The last line of this section will be changed from "Approval may be withdrawn if the employee's performance deteriorates to "Approval shall be withdrawn..."
- Mr. Barnebey will research domestic partner for the definition of relative.
- Page 9, Section 2.09: Nepotism: Mr. Williams asked for a review of the language in the sentence at the beginning of paragraph three, which states, "No employee shall serve in a position in the City of Palmetto which is under the authority of a relative as defined in this section."
- Mr. Zirkelbach asked for a reference in the beginning of the policy that all days are in calendar days.
- A definition section will be added in the beginning of the document.
- Page 11, Section C, Personnel Records: Add 'training.'
- Page 12, Section J, Personnel Records: Strike the words "if applicable."
- Page 11, Section B., Personnel Records: Strike the words "if applicable."
- Page 13, Section B, Employee Conduct: Change government to City of Palmetto and citizens to potential employees.
- Page 13, Section C, Employee Conduct: Delete the word substantial before conflict.
- Page 14, Section E, Employee Conduct: Mr. Barnebey will review this section and give a recommendation to Commission regarding the acceptance of gifts by employees.
- Change the gender reference to the Mayor.

The meeting was adjourned at 6:00 p.m.

Minutes Approved and Corrected: August 17, 2009
Correction denoted in bold type



James R. Freeman, City Clerk