

**CITY COMMISSION WORKSHOP**  
**June 14, 2010**  
**5:55 PM**

Elected Officials Present:

Shirley Groover Bryant, Mayor (departed at 6:30 pm)  
Tamara Cornwell, Vice Mayor, Commissioner-at-Large 2  
Mary Lancaster, Commissioner, Ward 1  
Tambra Varnadore, Commissioner, Ward 2  
Brian Williams, Commissioner, Ward 3

Elected Officials Absent:

Alan Zirkelbach, Commissioner-at-Large 1

Staff Present:

Scott Rudacille, Chief Assistant City Attorney  
Jim Freeman, City Clerk  
Garry Lowe, Chief of Police  
Diane Ponder, Deputy Clerk-Administration

Mayor Bryant called the meeting to order at 5:55 pm.

Roberts Rules of Order were suspended.

1. PERSONNEL POLICY

City Commission began the review of the revised Personnel Policy. Each section was discussed, with amendments to the policy, as follows:

ADMINISTRATION:

First paragraph was amended to provide for advice from the Human Resources Director and/or the City Attorney, as needed, when deciding a question.

1. Changes to the policy shall be made through the City Clerk.
2. Department heads, with approval of the Mayor, may put into effect appropriate rules and procedures for their respective departments.

DEFINITIONS

Definitions will be alphabetized

Demotion

Add language to clarify that changes in job duties and titles will not be considered a demotion.

ARTICLE 2

Section 2.01

Full-time employee: Add language to clarify that an employee scheduled to work 32 hours is not eligible for benefits should they work in excess of scheduled hours.

Temporary employee: Deleted "selected" and inserted "hired".

Section 2.02

A. Add that an interim department head may also notify Human Resources of a vacancy. Add language that if a vacancy is scheduled to filled, the job announcement shall also be posted using City electronic media.

Section 2.03

C. Delete "or his/her designee".

D. Add language that there is a possibility of being rescreened.

Meeting adjourned at 7:00 pm.

Minutes approved: July 19, 2010

*James R. Freeman*

James R. Freeman  
City Clerk