



# Harrisburg **PERSONNEL COMMITTEE**



Chairperson Kimberly Downey, Mike Caughey & Robert Boese

## Meeting Agenda

**Date:** Tuesday, January 5, 2016  
**Time:** 6:00 p.m.  
**Place:** City Hall, 120 Smith St.  
**Exhibits:**

1. Minutes of October 6, 2015
2. Staff Memo – Policies 108, 109, 116, 118, and 119
3. Staff Memo – Policy 120

### Items

- 1.a. **SUBJECT:** Review the minutes for October 6, 2015
- 1.b. **ACTION:** Approve the minutes for October 6, 2015
- 1.c. **MOTION:** *“I motion to approve the minutes for October 6, 2015”*
  
- 2.a. **SUBJECT:** Discuss and Review Proposed Changes to Policy No 108, Job Descriptions; Policy No. 109, Residency Requirements; Policy No. 116, City Administrator Advocacy on Payroll matters; Policy No. 118, Personnel Files; and Policy No. 119, Performance Reviews.
- 2.b. **ACTION:** Staff’s recommendation is for the Personnel Committee to recommend adoption of the proposed or amended drafts of Policy’s No. 108, 109, 116, 118 and 119.
- 2.c. **MOTION:** *“Motion to forward the amendments to these employee policies to the City Council for approval, as presented or as modified.”*
  
- 3.a. **SUBJECT:** Discuss and Review Proposed Changes to Policy No. 120, Workplace Expectations.
- 3.b. **ACTION:** Staff’s recommendation is for the Personnel Committee to recommend adoption of the proposed or amended draft of Policy No. 120.
- 3.c. **MOTION:** *“Motion to forward the amendment to Policy No. 120, Workplace Expectations to the City Council for approval, as presented or as modified”*
  
3. **Other/adjourn.**

a. Mayor Robert Duncan  
Brian Latta, City Administrator  
Chuck Scholz, PW Director  
Albany Democrat-Herald  
Attn: Alex Paul  
PO Box 130  
Albany, OR 97321

Michele Eldridge, City Recorder/Asst. City Administrator  
Tim Gaines, Finance Officer  
Lou Willcox via kaizan@comcast.net  
Tri-County Tribune