



Harrisburg

PERSONNEL COMMITTEE



Chairperson Kimberly Downey, Mike Caughey & Robert Boese

Meeting Agenda

Date: Tuesday, February 2, 2016
Time: 6:00 p.m.
Place: City Hall, 120 Smith St.
Exhibits:

1. Minutes of January 5, 2016
2. Staff Memo – Policy 107 and Internal Policy 15-3
3. Staff Memo – Policies 121, 122, & 123

Items

- 1.a. **SUBJECT:** Review the minutes for January 5, 2016
- 1.b. **ACTION:** Approve the minutes for January 5, 2016
- 1.c. **MOTION:** *“I motion to approve the minutes for January 5, 2016*

- 2.a. **SUBJECT:** Discuss and Review Proposed Changes to Policy No 107, Employment Relationship, and Harrisburg Internal Policy (HIP) 15-3
- 2.b. **ACTION:** Staff’s recommendation is for the Personnel Committee to recommend adoption of the proposed draft of Policy No. 107.
- 2.c. **MOTION:** *“Motion to forward the amendments to Policy 107 of the Employee Manual to the City Council for approval, as presented.”*

- 3.a. **SUBJECT:** Discuss and Review Proposed Changes to Policy No. 121, At Will Status and Discipline; Policy No. 122, Separation and Reinstatement, and Policy No. 123, Grievance, and now entitled Employee Complaints.
- 3.b. **ACTION:** Staff’s recommendation is for the Personnel Committee to recommend adoption of the proposed or amended draft of Policies 121, 122, and 123.
- 3.c. **MOTION:** *“Motion to forward the amendments to Policy No. 121, 122, and 123 of the Employee Manual to the City Council for approval, as presented”*

4. **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