



# Harrisburg

## PERSONNEL COMMITTEE



Chairperson Kimberly Downey, Mike Caughey & Robert Boese

### Meeting Agenda

**Date:** TUESDAY, August 4, 2015  
**Time:** 6:00 p.m.  
**Place:** City Hall, 120 Smith St.  
**Exhibits:**  
a. Minutes of July 6, 2015  
b. Staff Memo  
c. Exhibit A: FLSA Exempt Employee Classification  
d. Exhibit B: Small City Exempt Employee Survey  
e. Current Comp Time Segment from Policy No. 111

### Items

1. Roll call and approve the minutes for July 6, 2015
- 2.a **SUBJECT:** Discuss and Review Compensatory Time for Exempt Employees
- 2.b. **ACTION:** City Administrator recommendation for compensation is to maintain the 40 hours of time that can either be cashed out or converted to vacation time, plus 3 hours of administrative time off per month. Any unused administrative time per month is forfeited at the end of the month.
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