



Harrisburg Personnel Committee
Minutes Summary for December 6, 2016

Date: December 6, 2016

Time: 7:56PM

Place: City Hall, located at 120 Smith St.

Committee members present: Kimberly Downey and Mike Caughey. Also present was City Recorder/Asst. City Administrator Michele Eldridge.

Called to order by Chairperson Downey at 7:56PM

1. *Caughey motioned to approve the minutes for November 1, 2016, and was seconded by Downey. Passed unanimously.*
- 2.a. **SUBJECT: Discussion and Review of the Municipal Court Clerk Job Description, the Utility Billing I Job Description, and the Utility Billing II Job Description.**
- 2.b. **DISCUSSION:** The committee had no changes to the job descriptions as presented.
- 2.c. **ACTION:** Caughey motioned to forward the Municipal Court Clerk Job Description and the Amendments to the Utility Billing I and II Job Descriptions to the City Council for approval, as presented. He was seconded by Downey. Passed Unanimously.
- 3.a. **SUBJECT: Discussion and Review of the revised Performance Review forms for the City of Harrisburg.**
- 3.b. **DISCUSSION:** The committee liked the revised forms as amended by staff.
- 3.c. **ACTION:** Caughey motioned to Accept the new Performance Review Forms, and was seconded by Downey. Passed Unanimously
- 4.a. **SUBJECT: Discussion and Review of Chapter 73, Oregon Law Changes for 2016, and subsequent revisions of Employee Policies 103 Equal Opportunity, and Policy No. 105 Harassment.**
- 4.b. **DISCUSSION:** The committee liked the changes to the policies, and decided to keep the language that was provided by CIS Attorney Tamara Jones.
- 4.c. **ACTION:** Caughey motioned to approve or the changes to Policy No. 103 Equal Opportunity and Policy No. 105 Harassment and recommended that the City Council adopt the policy changes via resolution at the December City Council meeting. Seconded by Downey, and passed unanimously.
5. The Committee adjourned the meeting at 8:20p.m.