

**AGENDA MINUTES  
PERSONNEL MANUAL WORKSHOP  
CITY OF ARCADIA  
TUESDAY, FEBRUARY 17, 2015  
5:00 P.M.**

*The following minutes reflect action items of the City Council of the City of Arcadia. For a verbatim copy of the minutes, you may contact City Administration to obtain a copy of the recorded meeting.*

**CALL TO ORDER & ROLL CALL**

The Mayor called the meeting to order at approximately 5:00 p.m. with the following members and staff present:

**Arcadia City Council**

Mayor Judy Wertz-Strickland  
Deputy Mayor Frierson  
Councilmember Joseph E. Fink

Councilmember Susan Coker  
Councilmember S. Delshay Turner

**Arcadia City Staff**

Interim City Administrator Beth Carsten  
City Clerk Penny Delaney  
Linda Lowe, Human Resource Manager

**AGENDA ITEM – DISCUSSION REGARDING PERSONNEL MANUAL**

The Interim City Administrator introduced Linda Lowe as the new Human Resource Manager. Ms. Carsten pointed out areas of the manual for discussion stating that the attorney had suggested the referenced language. She pointed out there were changes made previously regarding termination that hurt the City financially. Deputy Mayor Frierson asked Mrs. Lowe if there were any changes that she would recommend. Mrs. Lowe stated that she saw nothing that would cause reason for concern and she would bow to the labor attorney's suggestions in this chapter.

Councilmember Coker stated that she had a question in Section 11.35 where the original text stated "two weeks written notice" and the current one does not state "written" and she wondered if that was something that could come back later as a problem. She also noted that on page 41, under 12.60, the same thing was an issue. Councilmember Turner stated that he felt verbal was sufficient and Deputy Mayor Frierson agreed. Councilmember Fink pointed out that

an oral warning from a supervisor is actually in writing in order for proof to exist. He didn't feel they would need it except for the history of what happened on September 18, 2013 (referring to a number of department heads turning in their notices). Mrs. Lowe stated that a verbal resignation stands as a written one does in normal circumstances, but understood where Councilmember Fink was coming from. Mayor Wertz-Strickland pointed out that a person could give a verbal notice of resignation, but it would be in the best interest of the City to have it documented. Mrs. Lowe agreed and pointed out that if a person walks off the job, there would not be a written resignation and it would need to be documented. Councilmember Fink stated that if a two (2) week written notice is required, it may prevent some problem areas. Councilmember Coker stated that if they're in good standing, they will want what is coming to them and it would give them the momentum to give a written notice. Ms. Carsten asked if Council wanted to have it state that if an employee doesn't follow it, then they are not in good standing and Councilmember Fink and Councilmember Coker felt that it should be stated. Councilmember Coker pointed out that it needed to be addressed on page 38 under 11.35, page 41 under 12.60, and page 66 under 22.10.

Councilmember Fink addressed the Appeals section, step three (3), and stated that it was contradictory to the Charter. Again, discussion lead to the history of previous department heads leaving the City.

Ms. Carsten asked if everyone was okay with the changes to Chapters 11, 12 and 22 and everyone was in agreement. She advised that she would take it to the Council meeting for a vote. Ms. Carsten then advised Council regarding the next steps in revising the manual. She stated she would like to have the employment attorney look at the whole manual to make it legally correct and then bring it back to Council. She advised that he estimated it would take twenty (20) to thirty (30) hours which would total between Four Thousand Dollars (\$4,000.00) to Six Thousand Dollars (\$6,000.00). She stated that the attorney would communicate with Mrs. Lowe regarding the changes and that there is a whole new field with healthcare and Medicare and our manual does not mesh with it. Mrs. Lowe pointed out that the manual does not mesh with the drug-free work place field either. Deputy Mayor Frierson stated that she felt they didn't have a choice. Councilmember Coker agreed. Mayor Wertz-Strickland asked to limit the amount to Four Thousand Dollars (\$4,000.00) and Ms. Carsten agreed that they could do so. Councilmember Fink felt they could put a cap on it not to exceed Four Thousand Dollars (\$4,000.00).

The issue of retired employees with supplements was discussed at great length with the idea of a uniform type policy for everyone hired. Ms. Carsten reminded Council that Mr. Ambler stressed at a workshop that everyone has to be treated the same across the board. She then stated she will have the attorney review it and it will be brought back before Council. She asked Council to review and mark areas that they saw as issues. Mrs. Lowe stated that this will be a high priority on her list because she needs the manual to work with.

### PUBLIC

None

ADJOURN

Having no further business at this time, the meeting was adjourned at approximately 5:42

ADOPTED THIS 3<sup>rd</sup> DAY OF March, 2015.

By:

  
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Judy Wertz-Strickland, Mayor



  
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Penny Delaney, City Clerk