

Palmetto City Commission
October 11, 2004 4:00 PM

Elected Officials present:

Larry Bustle, Mayor
Tamara Cornwell, Vice Mayor
Eric Ball, Commissioner
Mary Lancaster, Commissioner
Tambra Varnadore, Commissioner
Brian Williams, Commissioner

Staff and others present:

J. E. Free, Jr., City Clerk
Chief Garry Lowe
Chris Lukowiak, Public Works Director
Sharon Jones, Human Resource Director
Tanya Lukowiak, CRA Executive Director
Diane Ponder, Administrative Assistant

Mayor Bustle called the meeting to order at 4:00 pm, followed by the Pledge of Allegiance to the United States Flag.

1. AGENDA APPROVAL

MOTION: Ms. Cornwell moved, Mr. Williams seconded and motion carried 5-0 to approve the October 11, 2004 4:00 agenda.

2. DISCUSSION - PERSONNEL POLICY

The Commission discussed the proposed Personnel Policy, with H.R. Director Sharon Jones and Employee Committee members Tanya Lukowiak, and Clyde Hedrick contributing information and explanations for Commission comments and questions. The following revisions were approved by the Commission:

The Personnel Policy Manual shall apply to all employees in the municipal government except the Mayor and City Commission.

- Section 1.02: "Promulgate" was changed to "put into effect".
- Section 2.01: Temporary employee: "regular" position was changed to budgeted position.
- Section 2.02 (A): Changed to read: "At the discretion of the City Clerk" announcements shall be "concurrently" advertised in local and/or area-wide newspapers.
- Section 2.03(H): Changed to read: "Police officer applicants will be required to meet Florida Statute requirements, and shall be required to pass a polygraph, psychological and drug test."
- Section 2.07: Added "Employees must serve an initial probationary period of six months for general employees and twelve months for sworn officers in the new position," at the beginning of the new language in the section.
- Section 3.01: Changed to read: The Human Resources Director is the sole custodian of official personnel records for employees of the City of Palmetto, and such official records shall reside in City Hall.

- Section 3.01(C): Changed to require an employee's signature on all personnel transactions.
- Section 4.01 (A): Changed to reflect that public office "or employment" not be used for private gain other than the compensation provided.
- Section 4.05 (A): Changed to state "general orders shall not take precedence written Standards of Conduct."
- Section 6.04: The last word of the section was changed to "discipline".
- Section 7.01 (G): Changed to read: "As a guide, the City will use entry and maximum level ranges from a current and approved Comprehensive Salary Survey. All pay ranges shall be increased as required and all steps shall be increased on the anniversary date."
- Section 7.01 (I): Changed to reflect "written" performance improvement plans will be developed by the employee and supervisor.
- Section 8.04 (A): Overtime for sworn officers was changed back to the current 86 hours per pay period as approved, vs. the suggested 80 hours.
- Section 8.06 (6d): Amended to allow the Mayor to grant approval for "Other Military Leave" with pay up to 30 days; time greater than 30 days requires Commission approval.
- Section 8.06 (10) Paid holidays observed by the City will follow paid holidays observed by Manatee County.

The Commission also discussed the implementation of the Cody & Associates pay plan whereby employees receive a step increase on their anniversary date rather than October 1, 2004. Staff will determine what it will cost the City to initiate the step increase on October 1st. Staff will determine if a policy is in place whereby internet sites accessed by employees are monitored. It was also suggested that the City consider adopting a policy preventing the carry-over of vacation time and the make-up of work days lost during a declared emergency.

Meeting adjourned at 7:00 pm.

Minutes approved: November 1, 2004



J. E. Free, Jr.
City Clerk