

Shepherdstown Personnel Committee Minutes (DRAFT)
Wednesday September 21, 2022
5:30 pm
Town Hall
Social distancing and masks if unvaccinated

1. Members Present: Lori Robertson, Jenny Haynes, Leah Rampy, Marty Amerikaner
2. Call to Order: 5:32pm
2. Approval of July 16, 2022 minutes: Approved; Marty Amerikaner moved; Lori Robertson seconded
3. Visitors: Mayor Auxer
4. Public Comment: none
5. Unfinished Business:
 - a. Go over Employee Handbook – based on the Clerk’s suggestions and reviews by committee members:
 1. Committee recommends inclusion in revised Handbook of Tobacco Use Policy (pending review by town attorney). Approved: Jenny Haynes moved; Leah Rampy seconded
 2. See below for details of recommended wording revisions.
 - b. Training:

Christine Jeffrey is available to provide training on Prevention of Sexual Harassment; her plan would be for three 1-hour presentations; the charge would be \$600 (total).

Mayor Auxer then noted that he has located a possible presenter for training on Robert’s Rules of Order.

- c. Term Length–UPDATE – discussion centered on changing term length for Council, Recorder and Mayor to 4 years rather than the current 2 year term, due to the amount of learning that is needed for newly elected officials. The plan would be to have staggered terms, such that not all officials would be up for election in the same year. Lori will check with town attorney regarding any changes needed to town ordinances to allow these changes.
- d. Town Administrator – UPDATE – review job description duties based on research. Committee discussed proposed job description and made several revisions (see attachment B for revised wording; overall proposal is based upon a review of Town Administrator job descriptions from similar towns in the region). There was a consensus in the committee that the hiring, evaluation and any termination proceedings for the person hired in this position ought to be jointly conducted by Town Council and the Mayor.

Lori will send the revised wording to the town attorney for his review and comments.

The committee identified a proposed salary range of \$75-85,000 (contingent on Finance Committee review) for the position, linked to experience and qualifications. This range is also based upon a review of salaries for similar positions in similar communities in the region.

- 6. New Business: a topic identified for future discussion is a review of how, by whom and how frequently, performance reviews are completed.

7. Adjournment: 7:19; Moved by Leah Rampy; Jenny Haynes seconded

Respectfully Submitted: Marty Amerikaner

Proposed Wording Changes for Personnel Handbook:

P13 (my copy):

III.

- A. Change “to” to “for” (“scheduled for 40 hours”)
- B.
- C. Change “or” to “and” (“and have been hired on a....”)

p. 14:

IV.

- D. Overtime Pay: Ask Chazz to look at first paragraph, last sentence- are supervisory personnel exempt and thus not eligible for overtime?

p22:

VII. Performance and Evaluation:

- A. Conflicts of Interest: Ask Chazz: 2nd paragraph- should employees be asked via a form to describe or discuss any potential conflicts of interest? Does the paragraph need clarification?

(p.24) G. Attendance: First sentence change: “Employees must call in to their designated supervisor at least one half hour prior to their reporting time if they will be absent. “

p28: X. Disciplinary Process: Ask Chazz to clarify how to word what our grounds for immediate dismissal would be? In other words, under “1. Disciplinary Steps,” under what circumstances might the mayor or supervisor have discretion to skip over any of these steps, including going directly to termination? Can and should this be spelled out in the Handbook?

p.29: B Grievance Policy: The third paragraph describes the mayor’s role in overseeing grievances. But, what happens if the grievance is against the Mayor? What is the needed wording here?

NOTE: I found one other suggestion that I had written on my copy about a possible change:

P 9 and 10: Equal Opportunity and Affirmative Action: First paragraph, in the list of protected classes (“.....to all persons without regard to....”) should we consider adding “sexual orientation” and “gender identity”? Then on p 10, under Non-Discrimination Policy, the same point in terms of adding sexual orientation and gender identity.