



"HUB OF THE SOUTHWEST"

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AGENDA
CITY COUNCIL WORK SESSION
NOVEMBER 27, 2018
IMMEDIATLEY FOLLOWING THE REGULAR COUNCIL MEETING

The items listed below are for discussion.

1. City of Holbrook Personnel Policy revisions.

Dated this 20th Day of November 2018


Cher Reyes, CMC, CPM, City Clerk

MINUTES OF THE HOLBROOK CITY COUNCIL WORK SESSION
HELD ON
NOVEMBER 27, 2018

CALL TO ORDER:

The meeting was called to order at 7:07 p.m. by Mayor Cobb

Roll Call: Councilmembers Tim Dixon, Earl Kester, Adam Marsh, Francie Payne, Vice-Mayor Richard Peterson and Mayor Phil Cobb.

CITY STAFF:

Interim City Manager Cher Reyes, Director of Administration Pat Nichols and Administrative Assistant Lisa Maestas.

CITY OF HOLBROOK PERSONNEL POLICY REVISIONS:

*Article X, Section 1001, number 1 in the 2nd paragraph, 1st sentence the words "pay in" should stay "pay in" and not be changed to "paying". In the last sentence in the same paragraph, there should be a comma after the words "work day".

*In Section 1001, number 2, the 2nd paragraph the words "be barred from using the procedure for a period of time" should be stricken and the words "be subject to disciplinary action" should replace it.

*In the very last paragraph in Section 1001 "Personnel Director or" should be stricken from the first sentence. In the same sentence there should be a period after "purposes" and the rest of the sentence "provided, however, should the grievance be against the Personnel Director, the employee shall submit all documents to the City Manager", should be stricken. Also the Council wanted added that the City Attorney should be consulted on all terminations and demotions.

*In section 1004, number 2a “you feel you” should be stricken and replaced with “an employee feels they”.

*In the second paragraph in Section 1005. The Council would like “or text” added to the end of the second sentence. Council would also like the words “or local” added after “State” in the last sentence in that paragraph.

*After Article XII, Section 1205, Council would like the following statement added, “Sections 1204 and 1205 shall not apply to Police engaged in legitimate law enforcement investigations”.

*In Section 1206, in the fifth paragraph, the first sentence should read “The City reserves the right to change its policies and rules.” The words “at this time” should be stricken.

*Section 1208 in the first paragraph the word “medium” in the first and second sentence should be changed to “media”.

*In Section 1208 in the last paragraph, the Council would like the last 2 sentences combined and to read as follows: “This includes any communication that engages in personal or sexual harassment, unfounded accusations, or remarks that would contribute to a hostile work environment (racial, sexual, religious, etc.), as well as, any behavior not in agreement with the City’s expected ethical conduct.”

*In Section 1302 at the end of the first sentence in the first paragraph “employee’s Supervisor” needs to be stricken and replaced with “City Manager”. Also in the second sentence the word “authorization” should be stricken and changed to “recommendation”.

*In Section 1302, paragraph 2 should be stricken in its entirety.

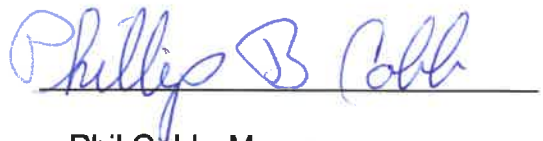
*In Section 1303, the words "and Council" in the first sentence of the first paragraph should be stricken.

*In Section 1303 in the first sentence of the last paragraph "purchase order number issued by Finance" should be stricken and replaced with "credit card".

Adjournment:

There being no further business to come before the Council, the Special Meeting was

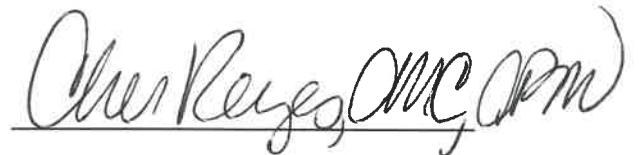
Adjourned at 8:00 p.m.

A handwritten signature in blue ink that reads "Phillip B. Cobb". The signature is written in a cursive style and is positioned above a horizontal line.

Phil Cobb, Mayor

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the of the Holbrook City Council held on the 27th day of November 2018. I further certify that the meeting was duly called and held and that a quorum was present.

A handwritten signature in black ink that reads "Cher Reyes, CMC, CPM". The signature is written in a cursive style and is positioned above a horizontal line.

Cher Reyes, CMC, CPM, City Clerk