

To: General Code Committee
From: Dick Meister
Date: May 7, 2020
Re: Agenda for Zoom Meeting at 7:00 p.m. on Tuesday, May 19
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Agenda:

1. Approval of the minutes from the Nov 19, 2019 meeting
2. New Business:
 - a. The role of the General Code Committee regarding Chapter 34: Personnel Policies
 - b. Aligning the Personnel Handbook and Chapter 34.
3. Old Business
 - a. Update on the reviewing of fines and penalties that are currently in the General Code.
4. Future items of business
5. Public comments

This will be our first meeting in a number of months. We are living in a different environment from what we faced in the past. Yet, we have to address the issues confronting the Town regarding the General Code. First, I wish to welcome our two new members, Lynn Toomey and Mike Schaefer. I thank them for agreeing to serve again on the General Code Committee.

The major item on the agenda deals with Ordinances in Chapter 34: Personnel Policies. It is very important that we move forward on this item. The Town Council has postponed taking action on amending this section of the Code awaiting our recommendations. Council member, Carolyn Saxton, has done a great deal of work on this issue and has proposed including the document titled The Personnel Policy Handbook directly into the General Code. I, Dick Meister, have proposed that the General Code Committee become involved in this process, since it involves major changes in the Code. Committee member Ken Thompson has met with Carolyn Saxton and Doug Cannon to assist the General Code Committee in working to incorporate the needed changes in both the Chapter 34 of the Code and in formulating a Personal Policy Manual.

The attachments to the agenda outline the work of the Carolyn Saxton's proposed Personnel Policy Manual (which would replace Chapter 34) followed by the Proposed Revised Personnel Policy Manual which would be a supportive document to Chapter 34 rather than a replacement document. This was formulated by Thompson and Cannon. The General Code Committee will consider the following.

The first item:

1. Carolyn Saxton, after consulting with others including the town attorney, has proposed placing all the necessary amendments of the proposed Personnel Policy Handbook into the Ordinances replacing those currently in the Ordinances, Chapter 34 (See included Proposed Ordinance 858). (This is option 1)

Ken and others have proposed keeping the existing Chapter 34 and use the revised Personnel Policy Handbook as the major source to explicate the rules and policies codified in Chapter 34 concerning employment expectations and benefits (option 2). This would allow updating the Human Resource Manual to provide the framework for personnel policies without having to codify every policy in an Ordinance change. This would allow the Handbook to be changed as needed to interpret ordinances, but would not require the Council to go through the process of changing the Ordinances.

Thus, the General Code Committee needs to vote on this issue: Does the General Code Committee recommend the proposed ordinance change 858 (attached) (option 1) or have the Personnel Policy Manual be a document to explain existing ordinances in Chapter 34 (Option 2) or do neither.

2. Regardless of the choice in question 1 (unless the vote is to recommend neither), there are areas in each of the proposed handbooks that vary from existing ordinances in Chapter 34 that would need to be reconciled (either affirming the intent in the new ordinance change (option 1 above) or the desired language in the revised personnel policy manual (Option 2).

Fifteen of these changes (the first table) would, in effect, be new ordinance changes that differ from the current language in Chapter 34.

Nine proposed new language in the Personnel Handbook would require changes to improve the existing ordinances in Chapter 34, if the choice is to keep the current language of Chapter 34.

We suggest these be considered one by one by the GCC and voted individually so the strength of support of each can be seen by the Town Board.

Each of the 15 votes will be passed on to the Town Board for their consideration.