



Harrisburg Personnel Committee
Minutes Summary for April 7, 2016

Date: April 7, 2016

Time: 6:04PM

Place: City Hall, located at 120 Smith St.

Committee members present: Kimberly Downey, Rob Boese and Mike Caughey. Also present were City Administrator Brian Latta, and City Recorder/Asst. City Administrator Michele Eldridge.

Called to order by Chairperson Downey at 6:04PM

1. *Boese motioned to approve the minutes for March 1, 2016, and was seconded by Caughey. Passed unanimously.*

- 2.a. **SUBJECT: Discuss and Review Proposed Changes to History and Introduction Amendments (Formerly Policy 101), and Policies 121 At-Will Status & Discipline, 130 Miscellaneous Oregon Leave Laws, 135 Miscellaneous Policies, 136 Employee Use of Vehicles, 137 Personal Use of City Equipment, 138 Electronic Technologies Policy and Procedures, now Computers, Telecommunication Devices and Other Electronic Equipment, and 139 Identity Theft Protections Policy, now Confidential City Information**

- 2.b. **ACTION:** Caughey motioned to forward the amendments to the Historical and Introduction Sections of the Employee Manual, along with Policies 121, 130, 135, 136, 137, 138, and 139 of the Employee Manual to the City Council for approval, as amended. He was seconded by Boese. **Passed Unanimously.**

- 3.a. **SUBJECT: Discuss the Librarian Supervisor Change, and proposed amendments to the job descriptions**

- 3.b. **ACTION:** Boese motioned to recommend to the City Council that they approve the proposed job descriptions, as amended, with an effective date of April 18, 2016, and was seconded by Caughey. **Passed unanimously.**

- 4.a. **SUBJECT: Discuss the City Administrator's Evaluation Process. 13 cities provided copies of their City Administrator/Manager Evaluations.**

- 4.b. **ACTION** The Personnel Committee decided that they liked a fusion of several of the examples that were reviewed. Staff will revise the evaluation, and will send it out via email for committee

approval. Once approved, Staff will send out the evaluations as normal. The deadline for evaluations to be received will be May 30th, for the June 2nd Personnel Committee meeting and the Council will follow up on the evaluation at the meeting on June 8th.

5. OTHER:

Temporary Employee

- Eldridge told the Committee that the newest policy for hiring indicates that the City Administrator is authorized to hire a temporary employee for up to ten days. The temporary employee that we are using to fill Patsy's position will likely be used for a minimum of 30 days.
- ACTION: Consensus from the committee is that they authorized the City to hire in a temporary employee during Patsy's absence, for however long that is needed.

With no other business to discuss, the meeting was adjourned at 8:52p.m.