MINUTES OF THE REGULAR MEETING

OF THE PERSONNEL COMMITTEE

OF THE CITY OF SUNSET HILLS, MISSOURI

HELD ON WEDNESDAY, SEPTEMBER 10, 2008

BE IT REMEMBERED that the Personnel Committee of the City of Sunset Hills, Missouri met in regular session at City Hall Quarters, 3939 S. Lindbergh Blvd., in said City on Wednesday, September 10, 2008. The meeting convened at 7:10 p.m.

ROLL CALL:

Present: Frank Gregory - Chairman

Barb Dressel - Member Frank Hardy - Member Anne Julius - Member John Littlefield - Member John Tipton - Member

Laura Rider - Ex Officio Member

Absent: Jan Orlando - Member

It should be noted that Mayor Svoboda was also in attendance.

APPROVAL OF THE MINUTES

Copies of the Minutes of the April 14, 2008 meeting and the May 5, 2008 meeting were distributed to the members for their review. Alderman Littlefield made a motion to approve the April 14, 2008 and May 5, 2008 Minutes as submitted. Mrs. Dressel seconded the motion, and it was unanimously approved.

REVIEW OF PROPOSED CHANGES TO THE PERSONNEL MANUAL

Alderman Gregory stated that the proposed changes have been reviewed by the City Attorney. The Department Heads have also reviewed the suggested changes as well. He pointed out there has been some additions to the Drug and Alcohol Policy.

Alderman Gregory suggested the first sentence in Section 6.7, Evaluation System, be amended to read "It is the policy of the City to evaluate each employee a minimum of once each year, after the successful completion of a probationary period as defined in Section 11.2, Duration of the Probationary Period".

Alderman Hardy suggested Section 8.1, Promotions, be amended to read "When an employee is promoted to a position in a higher pay *grade*, the employee's salary shall be increased to the minimum step of the higher pay *grade* in compliance with the City's step and grade system."

Alderman Hardy suggested the last sentence of Section 10.6 Holidays be amended to read "Any employee who uses unscheduled leave the day before or the day after a holiday, will not be paid for the

holiday." After discussion, it was agreed that a department head has the discretion to approve an authorized absence.

The members agreed to note in Section 10.11, Personal Leave, each employee is granted one paid Personal Day (8 hours) per year after the completion of one year of service.

The members reviewed the changes made at the last meeting of the Committee.

Mr. Tipton made a motion to approve the changes to the Personnel Manual and recommend to the Board of Aldermen for their approval. Ms. Dressel seconded the motion, and it was unanimously approved.

Alderman Gregory thanked the members for their time and work.

He then commented that the Committee will meet at least once per year.

NEXT MEETING DATE

The next meeting has not yet been scheduled.

ADJOURNMENT

Alderman Littlefield made a motion to adjourn the meeting at 8:03 p.m. Ms. Dressel seconded the motion, and it was unanimously approved.

Recording Secretary,

Laurie Govreau