

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

PERSONNEL COMMITTEE

*Shane Burton
Alan Carman*

*Brian Crook
Grant Cothron*

*Will Dennis
Steve Whittaker*

NOVEMBER 7, 2022 | 6:00 PM | MAYOR'S OFFICE

Agenda

1. Open Meeting
2. Elect Officers
 - A. Chair
 - B. Vice Chair
 - C. Secretary
3. Review Minutes from July 14, 2022
4. Discussion Items
 - A. Purpose
Monitors and revises the personnel policies/Employee Handbook. Mediates disputes between Supervisors and their staff when necessary. Annual evaluation of the employee insurance benefits. Works with insurance broker to find the best solution for insurance benefits
 - B. Other discussion
5. Public Comments
6. Adjourn

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PERSONNEL COMMITTEE

Bill Ferguson, chair Amber Russell, VC & Secretary Shane Burton Rick Davis Lesley Overman Gary Walsh Lindsey Wright, HR Director Dwight Jewell, Comm Chair

July 14, 2022/ 6:00 PM/ COURTHOUSE MINUTES

ROLL CALL

Bill Ferguson, Amber Russell, Shane Burton, Lesley Overman, Lindsey Wright, Dwight Jewell,

OTHERS PRESENT

Stephen Chambers, Ray Russell

APPROVAL OF MINUTES

TOPICS

- IMPLEMENTATION OF PAY SCALE
- INCLEMENT WEATHER POLICY

DISCUSSION

- Mayor Chambers went over explanation of Pay Structure and Pay Steps
- The question was asked if we were going to start new employees at Step 1 or Step 0.
- Any employee who surpasses Step 16 will have their increase in pay paid in lump sum bonus.

Motion to approve Pay Structure

- Motion made by Amber Russell
- Second motion by Shane Burton
- Motion passed unanimously

DISCUSSION

- A clarification has been added to INCLEMENT WEATHER POLICY as to who is responsible for closing offices during bad weather.
- If the Administration Building closes, full time employees will receive Administrative Pay.

Motion to Approve new literature

- Motion made by Dwight Jewell
- Second motion by Amber Russell

OTHER BUSINESS

- Dwight Jewell asked if EMS still had a lot of vacancies. Mayor Chambers said they have no open slots, with one Paramedic slot being filled by two part time employees. Mayor Chambers also said they may be looking into possibly changing some shifts in the future to be more accommodating.
- Lindsay Wright was introduced as the new Human Resource Director.
- Sheriff Ray Russell said he has two open slots for deputies.
- Lindsey Wright acknowledged a position has been filled at the Senior Center that was open.

MOTION TO ADJOURN

- Made by Dwight Jewell
- Second motion by Amber Russell
- Meeting adjourned

Minutes provided by Amber Russell, VC & Secretary