

AGENDA FOR A PERSONNEL COMMITTEE
MEETING FOR TUESDAY, JANUARY 14, 2020
6:30 PM – MEEKS CONFERENCE ROOM,
SECOND FLOOR, MUNICIPAL BUILDING

(Councilmen Mercer, Barber, Stanley, and Fox)

- I. CALL TO ORDER – Councilwoman Sharon Kuhl, Chairman
- II. ROLL CALL
- III. MINUTES – meeting held October 8, 2019
- IV. NEW BUSINESS
 1. An ordinance amending and re-enacting the Personnel Policy and Procedure Manual, Section IX, Benefits, Part A, to allow City employees to observe a full-day holiday for Christmas Eve.
- V. ADJOURNMENT

The Personnel Committee of City Council met Tuesday, October 8, 2019 at 6:30 PM in the Meeks conference room on the second floor of the Municipal Building at One Government Square, Parkersburg WV 26101.

Members attending included Councilmen Bob Mercer, Zach Stanley, Jeff Fox, and Sharon Kuhl. Councilman Barber was absent.

Others attending included Mayor Tom Joyce, Sondi Wallace, Eric Jiles, Everett Shears, Mike Reynolds, JR Carpenter and Buck McCuskey.

MINUTES – The minutes were approved by unanimous vote for the meeting August 13, 2019.

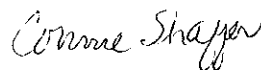
FLOODWALL – The supervisor of the Floodwall Department, Buck McKuskey stated that his H-7 maintenance mechanic employee had been doing the responsibilities of the H-8 heavy equipment operator position for the past year. Since he is trained and certified and doing the job, they would like to change the name for the duties, and it will include an increase in pay of \$1.06 per hour.

MOTION – Mr. Stanley moved, seconded by Mr. Fox, to include in the duties to “assist with grounds maintenance throughout the City as needed” and the amendment was adopted by unanimous vote.

MOTION – Mr. Stanley moved, seconded by Mr. Mercer, to refer the ordinance to City Council, as amended and the motion was adopted by unanimous vote.

The meeting adjourned at 6:35 PM.

Respectfully submitted,



Connie Shaffer, City Clerk

AN ORDINANCE AMENDING AND RE-ENACTING§
THE CITY OF PARKERSBURG
PERSONNEL POLICY AND PROCEDURE MANUAL

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that effective upon passage of this ordinance, Section IX, Benefits, Part A of the City of Parkersburg Personnel Policy and Procedure Manual be, and hereby is, amended and reenacted in its entirety as follows:

A. HOLIDAYS

The City shall observe holidays as designated and set forth in West Virginia Code 2-2-1. In addition, the City shall observe a full-day holiday for Christmas Eve, December 24, but only if said Christmas Eve falls on a weekday (M-F). As such if December 24 falls on a Saturday or a Sunday no holiday will be observed for Christmas Eve. In the event December 25 falls on a Saturday and is therefore by law observed on the preceding Friday, December 24, then the Christmas Eve holiday will be observed on the preceding Thursday, December 23. Prior to the beginning of each calendar year employees will receive a list of the holidays for that year.

Supervisors shall make reasonable accommodation to an employee's religious holidays as required by law. The time off for such holidays shall be charged against the employee's accrued annual leave and application therefore shall be the same as applications for annual leave.

Holiday pay is covered under the Compensation Plan.