

**CITY OF MONTAGUE
MINUTES
January 30, 2015
2:00 P.M.
WORKSHOP MEETING
(Continued from January 15, 2015)**

CALL TO ORDER	2:00 P.M.
ROLL CALL	Keller, Robustellini, Aiello and Newton
ABSENT	Hammond
OTHERS:	D. Kincade, J. Sprague, D. Dunn, Y. Rooker, F. Barber

WORKSHOP AGENDA:

1. Discussion regarding employee handbook and development of policies and procedures manual.

The workshop was called to order at 2:00.

It was the consensus that Policy 2 had been discussed previously and accepted as boilerplate.

- a) Keller began with Policy 6. The end of item 6.3 was deleted, so that the sentence ends with “licensed physician”.
- b) Newton explained that she had not been able to get a Personnel Action Form from the county but had instead downloaded one from the Internet and had given it to Aiello to review and revise.
- c) Policy 7, page 17. In 7.1 the clause “as provided by the statutes and rules” was deleted. In 7.2, the City Council was added as affirming satisfaction of the probationary employee and the term “services” was changed to “performance”. The “Personnel Status Change form” was changed to “Personnel Action Form”. In 7.3 the word “appraised” was changed to “evaluated” and the term “problem areas” was changed to “problems. “His/her” was changed to “their” and it was agreed to change it globally throughout the handbook/policies. In 7.4 the term “at least satisfy his/her” was changed to “meet”.
- d) Policy 8, page 18. 8.1: The end of the sentence was changed to read, “there is no conflict of scheduled hours”. 8.2: The second sentence was changed to read, “Nothing in this policy shall preclude the City Council or Department Head from taking appropriate actions of violations of this policy.”
- e) Policy 9, page 18. No changes were made to Policy 9.
- f) Policy 10, page 19. Employees and councilmembers will review Policy 10 against the wording of Section 4.1 of the October 2014 draft Handbook. 10.8 was added: “Training is required every two years for all permanent employees and councilmembers.” Kincade will check the verbiage of the new 10.8 and the existing 10.3 (reporting procedures) against SCORE’s verbiage.
- g) Policy 11, page 20. A new 11.1 was added, incorporating additions from this workshop and language from the October 2014 draft, as follows:

The performance appraisals for Department Heads will be done in closed session by the City Council. The City Council shall do performance appraisals for all Department Heads every year before any wage and/or grade increase. Performance appraisals can be requested and/or given at any time in addition to the annual performance appraisal. The City Clerk shall apprise the City Council thirty (30) days prior to any and all performance appraisal review dates. Performance appraisals for employees will be done by Department Heads. Performance appraisals shall be performed annually before any wage and/or grade increase. Performance appraisals can be requested and/or given at any time in addition to the annual performance appraisal.

11.4 was changed to read that the “completed form will be reviewed and appropriate action taken... .”

A consensus was reached to schedule the next Employee Handbook/Policies and Procedures Manual Workshop for 1:00 P.M. on Friday, February 13, 2015 and that future workshops will probably be every other Friday for one hour each.

The workshop adjourned at 2:15 P.M.

ATTEST:

CITY OF MONTAGUE:

Janie Sprague, City Clerk

Jayne Keller, Mayor