

# MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Thursday, December 20, 2012

The regular monthly meeting of the Marshall County Personnel Board was held on Thursday, December 20, 2012, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. Board Chairman Jason Windsor called the meeting to order at 6:30 P.M.

The following Board members were present:

Jason Windsor, Chairman  
Talmadge Butler, Secretary  
Randall Haney, Board Member  
Charles Whisenant, Board Member

Also present were Board Attorney Jeff McLaughlin, and Personnel Administrator Christy Kelley.

## **I. CALL TO ORDER**

Board Chairman Jason Windsor called the meeting to order at 7:00 P.M. Chairman Windsor asked for a moment of silence to remember the victims of the Sandy Hook Elementary School tragedy in Newtown, Connecticut. After the moment of silence Chairman Windsor asked everyone to stand for prayer and the Pledge of Allegiance.

## **II. INVOCATION**

The invocation was offered by Attorney Jeffrey McLaughlin.

## **III. PLEDGE OF ALLEGIANCE**

Board member Charles Whisenant led the Pledge of Allegiance.

## **IV. APPROVAL OF AGENDA**

Chairman Windsor asked for any corrections or additions to the agenda. There were none. A motion to approve the agenda as written was made by Board member Charles Whisenant. Secretary Talmadge Butler seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

## **V. APPROVAL OF MINUTES**

Chairman Windsor asked for a motion to approve the minutes of the November 26, 2012 Personnel Board meeting. Secretary Talmadge Butler made the motion to approve the minutes of the November 26, 2012 Personnel Board meeting. Board member Randall Haney seconded the motion. The motion was carried by voice vote with no "nay" votes being cast.

## VI. PUBLIC COMMENTS

None.

## VII. OLD BUSINESS

### **Personnel – Discuss job categories of service and employment status of part-time employees. Previously tabled**

Chairman Windsor brought this item off the table. He asked for a motion to make the following changes to the Personnel Policies:

-All jobs, both full-time and part-time, are to be posted externally for two weeks, eliminating the internal posting.

-Part-time employees are to work no more than 29 hours per week.

-When submitting the certification of eligible applicants to the appointing authority for full-time and part-time positions, the number of eligible applications submitted will be limited to the following:

- If no more than 10 applicants are eligible, the top 3 applications will be submitted to the appointing authority for consideration;
- If 11 to 25 applicants are eligible, a maximum of two sets of three of the top applications will be submitted to the appointing authority for consideration;
- If more than 25 applicants are eligible, a maximum of three sets of three of the top applications will be submitted to the appointing authority for consideration.

-No part-time positions are to be filled by an appointing authority until all budgeted full-time positions have been filled for that department or office.

A motion to change the policies as reflected in these four points was made by Board member Charles Whisenant. The motion was seconded by Board member Randall Haney. The motion was carried by voice vote with no “nay” votes being cast. Attorney McLaughlin is to draft the policy changes and present them to the Personnel Board.

## VIII. NEW BUSINESS

### **Personnel – Consider approval of Marshall County Seat Belt Policy adopted by County Commission.**

Chairman Windsor asked for a motion to recognize this policy was presented to the Personnel Board by the Safety Committee set up by the Marshall County Commission. The motion was made by Board member Charles Whisenant and seconded by Secretary Talmadge Butler. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel – Consider approval of Marshall County Wireless Communication While Driving Policy adopted by County Commission.**

Chairman Windsor asked for a motion to recognize this policy was presented to the Personnel Board by the Safety Committee set up by the Marshall County Commission. The motion was made by Secretary Talmadge Butler and seconded by Board member Randall Haney. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel – Consider approval of proposed Marshall County Return-to-Work Policy.**

Chairman Windsor asked for a motion to recognize this policy was presented to the Personnel Board by the Safety Committee set up by the Marshall County Commission. The motion was made by Board member Randall Haney and seconded by Board member Charles Whisenant. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel – Consider revision to workers’ compensation policy to define employee pay for treatment for work-related injuries or illness. (use of sick leave to cover time off to attend doctor’s appointments or physical therapy)**

Chairman Windsor asked that a motion be approved allowing a memorandum to be sent to all employees clarifying the leave to be taken when an employee is off work for treatment for work-related injuries or illness. This is not a change in policy, only a clarification of the leave policy. Points to be included are:

- The first three days of leave are not covered by worker’s compensation; the employee must use sick leave or annual leave to cover the first three days;
- The employee will be paid by worker’s compensation insurance if he/she is approved to be out of work for more than 3 days;
- The leave request form will be changed to reflect a request for worker’s compensation absences.

The motion to approve a memorandum outlining and clarifying these points was made by Board member Charles Whisenant. The motion was seconded by Secretary Talmadge Butler. The motion was carried by voice vote with no “nay” votes being cast.

**Personnel – Discuss monthly meeting date/location change due to conflict with County Commission night meetings.**

Chairman Windsor asked for a motion to change the monthly Personnel Board meeting to the third Thursday night of each month at 6:30 p.m. Board member Charles Whisenant made the motion to change the meeting date and time. The motion was seconded by Secretary Talmadge Butler. The motion was carried by voice vote with no “nay” votes being cast.

**IX. LEGAL UPDATE**

Board Attorney Jeff McLaughlin stated that items were discussed during the extensive work session, and there were no other items to report.

## X. STAFF REPORT

Personnel Administrator Christy Kelley reported the following personnel actions for the period of November 17 through December 14, 2012.

- There were four (4) new hires.

1 – Investigator (F/T)	Sheriff's Dept.
1 – Corrections Officer (F/T)	Jail
1 – Intern (Temporary)	Engineering
1 – Dispatcher (F/T)	Jail
- There were no terminations.
- There was one leave of absence approved for FMLA leave for an employee in the Commission office for the birth of her child in January.
- There were no promotions, demotions, or transfers.
- Invitations were sent to two employees to attend the Personnel Board Meeting.

Chairman Windsor asked Personnel Administrator Christy Kelley to extend an invitation to appointing authorities and department heads to attend the next Personnel Board meeting so that they would be able to give their input on the changes being considered for the status of part-time employees.

## XI. ADJOURNMENT

Chairman Windsor wished everyone a Merry Christmas and a safe and Happy New Year. He then asked for a motion to adjourn the meeting. Board member Charles Whisenant made the motion to adjourn the meeting. Board member Randall Haney seconded the motion. The motion carried by voice vote with no "nay" votes being cast.



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Talmadge Butler, Board Secretary  
Marshall County Personnel Board  
Meeting Date: December 20<sup>th</sup>, 2012



\_\_\_\_\_  
Date