

**EDGEWOOD CITY COUNCIL
COUNCIL WORKSHOP- APRIL 7, 2011**

On Thursday, April 7, 2011, the Edgewood City Council held a workshop at Edgewood City Hall, 405 Larue Avenue, Edgewood, Florida. Council President Judy Beardslee called the meeting to order at 3:28 p.m.

The following attendance is noted and there was a quorum.

Attendees:

Mayor Ray Bagshaw
Council President Judy Beardslee
Council Member Neil Powell
Council Member John Dowless

Absent:

Council Member Jim Bozeman
Council Member Malcolm Henley

Staff:

City Clerk, Bea L. Meeks
Police Chief, Pete Marcus
Shannon Patterson
City Attorney, Drew Smith

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**REVIEW, DISCUSS AND RECOMMENDATION FOR ADDITIONS /DELETIONS /
REVISIONS TO CITY OF EDGEWOOD PERSONNEL POLICY**

Brief discussion regarding where Council and Staff left off in prior meeting and City Clerk Meeks noted the discussion ended at 12-1 Educational Assistance Program.

The following is noted from this workshop:

Section 12-3

- Council Member Powell questioned Funding. City Clerk Meeks gave break down of employee/employer breakdown of dental and health benefits.

- Council Member Powell noted that he was not in favor of an employee getting insurance the first day of employment. City Clerk Meeks ask City Attorney about language wherein employee reimbursed the City after a certain length of time.
- Mayor Bagshaw said he is in favor of 30-days. *City Attorney Smith will add the 30 day waiting period.*

13-1 Holidays

- Council Member Powell questioned the holiday schedule and noted in particular, the “occasional” day. City Clerk Meeks gave dates of the approved holidays, and Council Member Powell questioned the floating holiday. *Council President Beardslee said acquiesce and put in final Personnel Policy and then take it to vote.*

Vacation/Sick Accruals

- City Attorney Smith noted that he removed accrual rates in recent draft Personnel Policy provided. He said Council may want to get away from hourly accrual. Council President Beardslee noted that the policy does not affect the sworn police officers because of their CBA. Chief Marcus said if accruals are changed, the change should not affect the current employees. Attorney Smith said the employee will probably have more available days off, unless they are sick a lot. He said that the proposed Paid Time Off (PTO) is a trade-off for the employer and employees. *City Attorney Smith will basically keep as is with the accrual rates.*

Eligibility (14-1)

- Council Member Powell noted that the employee should work one year before vacation. Council President Beardslee wants to see a model before she makes a decision.
- Death of family during vacation leave. City Attorney Smith said this can come out because of PTO.

Payment of Sick Leave Upon Separation or Death

- City Attorney Smith stated that permanent part-time versus temporary is distinguished.
- City Attorney Smith explained administrative leave to Council Member Powell; the admin leave is for the exempt employee who works more hours than anticipated.

FMLA

- Council Member Powell questioned pay; City Attorney Smith said not required but by law have to let employee off. **City Attorney Smith said he will check to see if this applies to part time employees.**

14-18 Definitions

- Council Member Powell and Chief Marcus requested that the policy include Coast Guard, as it relates to Annual Military leave For Reserves and National Guard Training. **City Attorney Smith will add.**

14-19 Group Insurance Continuation

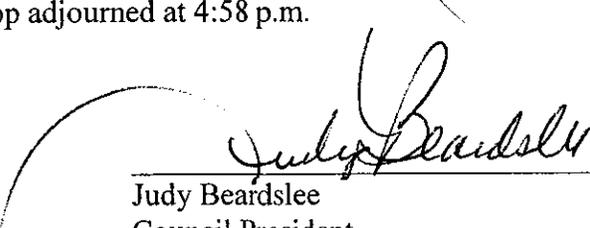
- City Attorney Smith explained how under FMLA the city will maintain the benefits during leave but not paying their salary. **City Attorney Smith confirmed he will check on this requirement.**

15-2 Minor Offenses

- Council Member Powell wants to include hygiene and clothing, as well address slander and libel against elected official. City Attorney Smith said "insubordination" towards an elected official will be broader. This offense will be major offense.
- Chief Marcus (15-1 Rules, Violations, and Disciplinary Actions) said he want language added regarding progressive discipline; said it's addressed but not completely. **City will follow the doctrine of progressive discipline...** City Attorney Smith recommended if City goes to 1, 2 and 3 then omit verbal counseling. **It was agreed that Chief Marcus and City Attorney Smith will work on this policy together.**

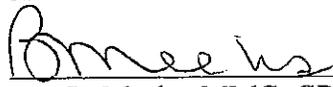
It was agreed that the goal is to have the first reading in May.

Having no further discussion, the workshop adjourned at 4:58 p.m.



Judy Beardslee
Council President

ATTEST:



Bea L. Meeks, MMC, CPM
City Clerk