

**MINUTES OF
WORK SESSION
FEB. 18, 2022
(Employee
Handbook
changes)**

City of Lordsburg
409 W. Wabash Street
Minutes of Personnel Policy Work Session
February 18, 2022 at 1:00 p.m.
(Immediately following the Special City Council Meeting)

Meeting called to order at 1:08 p.m.

Welcome

a.) Approval of Agenda

Present: Mayor Glenda F. Greene, Linda Farnsworth, City Clerk, Martha Salas, Finance Officer, Councilor Rodney Plowman, Mayor Pro-Tem Caesar Alvarez, Councilor Julie V. Montenegro, Councilor Alfredo Morelos, Jr., Councilor Manuel D.V. Saucedo, and Chief Ricardo Huerta.

Attendance: Johnny Plowman

Approval of Agenda: Councilor Montenegro moved to approve the Agenda and 2nd by Councilor Morelos. City Clerk polled the Council. Motion carried.

Councilor Plowman AYE
Mayor Pro-Tem Alvarez AYE
Councilor Montenegro AYE
Councilor Neave Absent
Councilor Morelos AYE
Councilor Saucedo AYE

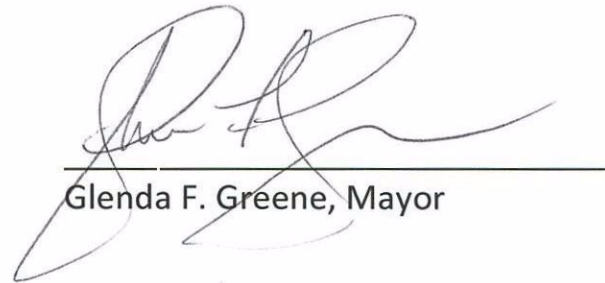
I. The Councilors discussed the Personnel Policy and attached are the revisions that they would like to see take place.

II. Solar Energy – Development Permits. It was determined that this subject would be tabled until further information could be gathered on the impact Solar panels (solar farms) would have within the City Limits.

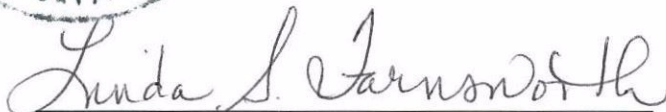
Adjourn - With nothing further to be discussed, a motion was made by Councilor Montenegro, 2nd by Councilor Plowman. City Clerk polled the Council. Motion carried and the meeting was adjourned at 2:55 p.m.

Councilor Plowman AYE
Mayor Pro-Tem Alvarez AYE
Councilor Montenegro AYE
Councilor Neave Absent
Councilor Morelos AYE
Councilor Saucedo AYE

Approved on this 11th day of March, 2022



Glenda F. Greene, Mayor



Linda S. Farnsworth – City Clerk

Suggested changes to be made to Employee Handbook

page 5 - To add a message from the Mayor

page 5 – To add a mission statement

Page 6 – Replace the word “company” with the word “City”

Page 7 – 6th bullet point at the bottom needs to be more clearly defined in re: personal conduct.

Page 7 – 8th bullet point at the bottom needs to be more specific as to what constitutes obscene.

Page 8 – 3rd bullet point at the top of page needs to specify what type of crime.

Page 12 – Probationary period to be changed to 90 days under “Employment “at will” instead of 1 year for full-time employees

Page 13 – In first paragraph - Appraisal process (also known as evaluations) should be performed on a quarterly basis.

Page 13 – Definition of Nepotism is too broad and should also be re-written to state that no one can be in a supervisory position over an employee if they are related. This includes step relatives.

Page 16 – 2nd paragraph to include “who they are most comfortable with”

Page 18 – Last paragraph under Safety & Security should read as follows: Employees who report for work in a condition considered not fit for duty, whether for illness or any other reason, will not be allowed to work **as determined by the supervisor**.

Page 19 – First sentence under Violence in the Workplace should be changed from everyone's business to everyone's responsibility.

Page 20 – Under Drug Testing – to include that every employee is subject to a monthly random drug test and that an employee will not be considered presumptive if they are unable to give a urine sample and instead they will be given a mouth swab to make that determination.

Page 20 – Under City Vehicle use – it was determined that employees will no longer be allowed to drive the City vehicles home. Every employee must also take a Defensive Driving Class.

Page 22 – Under Compensatory Time – Should be used without being carried over to the next fiscal year. Have the option that it needs to be used within the next pay period.

Page 23 – under Call Back Pay – payout on call instead of accruing comp time.

Page 24 – Under Direct Deposit and Paycheck information – first sentence should say "Direct Deposit is set up with Payroll Clerk".

Page 26 – Re: Commented (CM70) towards the bottom of page regarding PERA should say see Payroll Clerk

Page 28 – Under Paid Annual Leave – under 2nd paragraph it should state “Employees must submit a vacation request with adequate notice”.

Page 28 – on the last sentence it should include that probationary period is 90 days.

Page 29 – Remove “approval by the Mayor” on last line of first paragraph.

Page 29 – Would like a Sick Leave Bank set up that employees can donate their sick leave to those who need it.

Page 30 – Under Bereavement Leave – Add Grandparents, grandchildren, Aunts and Uncles.

Page 31 – Under Leave under the Family and Medical Leave Act “FMLA” – it should be changed to “Extended Medical Leave” instead of FMLA

Page 33 – On first paragraph – change Employees who fail to report to work for two (2) consecutive days without notifying their supervisor, department head or the City Clerk of the absence may be considered as having voluntarily resigned as a result of job abandonment.

Page 33 – 3rd bullet point in middle of page need to be changed to “fail to report to work or call in for two (2) consecutively scheduled work days