

Hurt, Virginia

January 17, 2017

The Human Resources, Legal and Police Committee held a called meeting on Tuesday, January 17, 2017, at 4:00 p.m. at the Hurt Town Hall.

Members present: Mr. Johnson, Mrs. Clay, Mr. Adams

Also present: Mayor Poindexter, Attorney Eller, and Mrs. Nichols

The purpose of the meeting was to review and update the employee handbook, primarily for the accrual of compensatory time and clarification of language.

Mayor Poindexter shared there has always been an issue with employees having an excessive buildup of time at the end of the year. There needs to be a definition of "overtime." Is it any time over 40 hours per week or over 160 hours per month? Mr. Johnson said the county's rule is any time over 160 hours per month. Mr. Eller advised there are different rules for police than for other staff. The Town of Altavista uses a schedule based on 80 hours every two weeks. Compensatory time should be accrued only after physically being on the job 40 hours in a calendar week. Some of this overtime issue is what President Obama and the FLSA are trying to address. There was much discussion about several ideas: a time clock, vacation blackout times during busy seasons, vacation being taken in no less than half days, and requiring vacation requests be turned in by a certain time (with all taken in a calendar year except up to 40 hours, which may be taken within the first few months of the next calendar year. The committee agreed on some specific changes: (1) on page four of the handbook, there is a statement that all employees get paid holidays which should be changed to all full-time employees get paid holidays; (2) paid holidays will otherwise be left as they are; (3) employees' anniversary dates will become their hire dates; (4) all prefer compensatory time should be calculated as time for time versus time and a half for time. Attorney Eller will check on what is allowed and make a recommendation based on his findings.

It was then determined another meeting would be needed to continue the review of the handbook. The next meeting was planned for Wednesday, January 25, 2017, at 5 p.m.

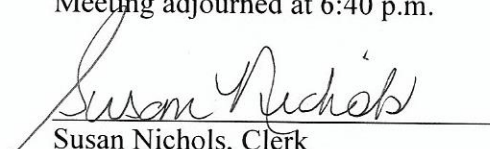
A motion was made to enter closed session to discuss personnel matters, as per VA FOIA (Sec 2.2-3711 (A) (1)).

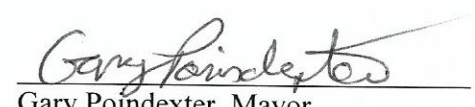
Motion: Mr. Johnson Second by: Mrs. Clay Passage: unanimous

Closed session began at 6:20 p.m. and concluded at 6:39 p.m.

A motion was made to certify that only personnel matters were discussed during closed session (Sec. 2.2-3712), and passed unanimously.

Meeting adjourned at 6:40 p.m.


Susan Nichols, Clerk


Gary Poindexter, Mayor