

Hurt, Virginia

January 25, 2017

The Human Resource, Legal and Police Committee held a special called meeting Wednesday, January 25, 2017, at 5 p.m. at the Hurt Town Hall. The purpose of the meeting was continued discussion from January 17, 2017 to review and update the Employee Handbook.

Members present were: Mrs. Clay, Mr. Adams, Mr. Johnson, Vice- Mayor Bivens, Mayor Poindexter and Attorney Eller. This was a recorded meeting, as Mrs. Nichols was unable to attend.

A letter from Attorney Eller was presented to the committee members with his findings on questions presented at the first meeting, as well as a draft of the updated handbook.

The discussion started with procedures and protocols for the Police Department. Mayor Poindexter has been doing some research on this. He found that it is up to the individual locality to set its own guidelines. All committee members feel each member of Council and Mayor should get a copy of the department's schedule. Attorney Eller shared the Town Charter states that Council can legally access "any" town information. Continuing, he advised that the police department can be set up on 7, 14, or 28-day work cycle that could help keep the accrual of compensatory time down. The Fair Labor Standards has a listing for small police departments (less than five employees, like Hurt's), making them exempt from overtime at all.

Mr. Eller said the same rule could apply to public works and office staff. There was much discussion about whether the office staff could or should be considered exempt. He advised the labor laws sets guidelines for hours, but municipalities can set their own ceilings. There was a question about if time would be calculated on a calendar year or fiscal year. Members agreed to calculation on a calendar year basis, with a provision that time accrued in the last quarter of a year may be taken in the first quarter of the next year.

The committee agreed the police department should be set up on an 84 hour/14-day work period, with the Clerk/Office Manger ensuring comp time is taken and off the books. Council has already voted to extend the current deadline to June 30, 2017. The police department will also be required to sign on/off with county dispatch 10 minutes prior to each shift and immediately after the shift ends.

The committee also discussed reviewing the Pittsylvania County Sheriff's Office handbook. This could be used as a guide for setting one up for the town. Mrs. Clay said she thought former Chief Ricky Moorefield had set one up.

A time clock was also mentioned. An online clock could be set up and the administrators could be Mayor Poindexter and Mrs. Nichols. The administrators would have authority to make adjustments to an employee's time, if necessary.

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Another recommendation of the committee is that requests for vacation, excepting 40 hours, must be submitted by January 1 each year, and may not be scheduled when work activities would suffer. All vacation for a year must be off the books by the end of the first quarter of the following year.

Holidays will remain the same. The wording for holiday pay will be changed from "all employees" to "all full-time employees."

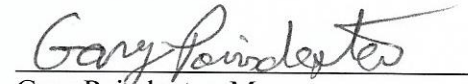
The Panel of Doctors for workers' compensation injuries needs to be updated, due to most of the listed physicians no longer working at those respective offices. Now, only the facilities that employees are to use will be listed. That list is as follows: Altavista Medical Center, Gretna Medical Center, and Staunton River Family Physicians.

A drug policy needs to be added to the handbook in the near future.

Last, Council should consider a mileage log for the public works and police departments.



Susan Nichols, Clerk



Gary Poindexter, Mayor