

Hurt, Virginia

April 11, 2017

Council held a work session Tuesday, April 11, 2017, at Town Hall in Council Chambers to discuss revisions to the employee handbook, a proposed Police Department directive, and discuss the FY 2017-2018 budget. The meeting was called to order at 2:12 p.m. and a quorum was present.

Roll Call

Members present: Johnson, Bivens, Blackstock, Clay, Adams

Absent: Neal

The following revisions to the employee handbook were agreed to:

The wording that all employees are eligible for paid holidays was changed to all full-time employees are eligible for paid holidays.

Each employee's hire date will be his/her anniversary date, not January 1 of the first full year of service.

Office staff cannot schedule vacation during November or December unless approved by the Mayor, due to this being a very busy time for the office.

Only 40 hours of vacation can be carried over to the next anniversary year, and must be taken by the end of the first quarter of the new anniversary year.

Vacation must be scheduled with a minimum of 30 days' notice and requests will be prioritized by seniority.

Pay upon leaving employment: the word "termination" was changed to "severance."

There is a goal to reduce the amount of compensatory time accrued. Mayor Poindexter feels one way is to define the work week as Saturday to Friday, with the Police

Department using a 14 day/86-hour work period running Saturday to second Friday.

Compensatory time can only be accrued after being physically on the job for 40 hours in a given workweek/work period. Each hour of overtime is equal to 1.5 hours of compensatory time. If there is a payout, time will be one hour per hour.

The Panel of Physicians for Workers' Compensation purposes was revised to list practice names instead of doctors' names, and the addresses were also corrected.

After review of the revised employee handbook draft, Council agreed to have Attorney Eller write the revisions for final review and approval at the May council meeting.

The proposed Directive to the Police Department was reviewed and some changes were made. Directive is as follows:

PD must sign on with the county dispatcher 10 minutes prior to each shift and off no later than 10 minutes after each shift.

Mileage log will be added to current fuel log and be turned in monthly.

All agreed to table a proposal to use a time clock.

The Police Department will go to a 14 day/86-hour work schedule, which will run from a Saturday through the second Friday following.

After review, Council agreed to have Attorney Eller re-write the directive with these adjustments for final review and approval at the May council meeting.

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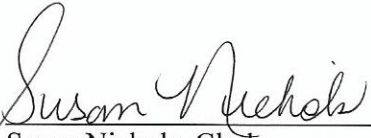
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Due to time constraints, the budget workshop was re-scheduled for Wednesday, April 26, 2017 at 4:30 p.m.

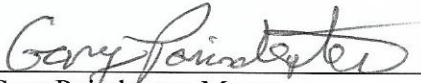
Mayor Poindexter asked what thoughts Council might have about a permanent EMS crew for the northern end of Pittsylvania County such as possibly the town.

Mr. Hodges reported the HVFD is looking to borrow \$300,000 to remodel its current building, a this is much better financially than \$1.5 million for a new firehouse. Mr. Jason Colbert will be coming to discuss this with council soon.

There being no other business, the meeting adjourned at 3:40 p.m.



Susan Nichols, Clerk



Gary Poindexter, Mayor