

SPECIAL SESSION

APRIL 18, 2017

The City Council of the City of Athens met in Special Session on Tuesday, April 18, 2017, 4:00 p.m. in the Development Services Center, 622 South Prairieville, Athens, Texas with the following members present, to-wit:

Jerry D. Vaught, Mayor
Tres Winn, Mayor Pro-Tem
Joe Whatley
Ed McCain
Aaron Smith

Philip Rodriguez, City Manager
Bonnie Hambrick, City Secretary

Others present: Ryan Adams, Michael Hannigan and other interested citizens;

constituting a quorum at which time the following proceedings were enacted, to-wit:

INVOCATION

None.

DECLARATION OF CONFLICT OF INTEREST

No action was taken.

Mayor Vaught stated he would move to the Executive Session item.

EXECUTIVE SESSION PURSUANT TO THE TEXAS GOVERNMENT
CODE, SECTION 551.074 (PERSONNEL MATTERS; CLOSED MEETING)
CONSIDER GRIEVANCE FILED BY FIRE MARSHAL

The City Council adjourned to Executive Session at 4:04 p.m.

The following staff members arrived at approximately 4:30 p.m. Marty Coursey, Barbara Holly, Leigh Corson, Buddy Hill, Gary Whittle, Thanasis Kombos, and John McQueary.

The City Council returned to Special Session at 5:13 p.m.

CONSIDER ACTION RESULTING FROM DELIBERATIONS IN
EXECUTIVE SESSION PURSUANT TO THE TEXAS GOVERNMENT
CODE, SECTION 551.074 (PERSONNEL MATTERS; CLOSED MEETING)
CONSIDER GRIEVANCE FILED BY FIRE MARSHAL

No action was taken.

DISCUSS PROPOSED ADMINISTRATIVE DIRECTIVES

Philip Rodriguez, City Manager, explained that the Human Resource Policy has been updated, and he wanted the City Council to have discussions surrounding the proposed directives.

Ryan Adams, Managing Director of Administrative Services, introduced Leigh Corson, Interim Director of Human Resources. He applauded Ms. Corson for all the work she had done in checking the Administrative Directives Document and advising staff in key areas. Mr. Adams explained the current policies are nearing twenty years old.

Mr. Adams provided an overview of following directives and much deliberation occurred:

1. General
2. Initial Employment

3. Changes in Employment
4. Compensation, attendance, hours
5. Pay types
6. Payroll timekeeping
7. Leave (Vacation) and Leave (Sick)
8. Benefits
9. Workplace standards
10. Work-life concerns
11. Employee Performance/Recognition
12. Technology use
13. End of employment
14. Training and Professional Development

After thorough discussion, it was the consensus of the City Council to make changes and modified recommendations to Directives: 1.1.4, 9.2.4, 9.4.5, 10.2.1, 14.1.

Staff also informed Council that Directive 14 regarding Training and Travel would not be immediately issued because staff is still developing new procedures regarding travel payments.

Mr. Rodriguez thanked the City Council for their direction. He stated the item will appear on the April 24, 2017 agenda and staff would move forward with implementation after City Council approval.

ADJOURN

The meeting was adjourned.

PASSED AND APPROVED THIS THE 24th DAY OF APRIL, 2017.

Jerry D. Vaught, Mayor

ATTEST:

Bonnie Hambrick, City Secretary

