

**Minutes
Town of Atlantic Beach, North Carolina
Town Council Special Meeting
Thursday, October 2, 2008**

The Special Meeting of the Atlantic Beach Town Council was held October 2, 2008 at 2:00 p.m. in the Council Meeting Room.

Members Present: Mayor A. B. Cooper, III; Mayor Pro Tem Harry Archer; Councilmembers: Ann Batt, Eddie Briley and Vada Palma

Members Absent:

Others Present: Pete Allen, Town Manager; Sabrina Simpson, Administrative Services Supervisor/Deputy Town Clerk; Marc Schulze, Public Services Director; Jessica Fiester, Planning Director; Donna Turner, Inspections Director; Allen Smith, Police Chief; A.K. Miller, Deputy Police Chief; Adam Snyder, Fire Chief

Mayor Cooper called the meeting to order at 2:00 p.m.

Town Council members and staff thoroughly discussed each section within the proposed Personnel Resolution. The following recommended changes were agreed upon by Council. These revisions shall be incorporated into the proposed Personnel Resolution and the entire document placed on the October Council Meeting agenda.

- Article V: Conditions of Employment, Section 5 Employment of Relatives

This clause shall not be retroactive concerning any relative currently working for the Town at the time of adoption. **The Town Manager shall monitor internal guidelines to minimize the potential for situations where conflicts of interest may arise among currently employed relatives.**

- Article VI: Employee Benefits, Section 6 Separation Allowance for Law-Enforcement Officers

d. The separation allowance will cease when the officer (1) reaches age 62, (2) dies, (3) or is re-employed in any capacity with a position eligible to participate in the North Carolina Local Governmental Employee's Retirement Systems ~~or the North Carolina Law Enforcement Retirement Systems.~~

- Article VI: Employee Benefits, Section 8 Health Insurance Benefits for Retirees

In order for retirees to receive any health insurance benefits from the Town, he or she must qualify for "full", "reduced" or "disability" benefits through the North Carolina Local Government Employees Retirement System. ~~For the Town to contribute 100% of the employer's contribution toward health care premiums, the retiree must have completed at least 20 or more years of service as a full time employee with the Town.~~

The Town shall contribute the employer's contribution toward health care premiums based on the following years of service as a full-time employee with the Town.

Years of Service	Employer's Contribution
20	100 %
18	90 %
15	80 %

The Town will offer, on the condition that the retiree meets the qualifications established in this section, health insurance coverage from the effective date of retirement until the date the retiree receives Medicare coverage through the Social Security Administration, or ninety (90)

days after becoming eligible for Medicare, whichever comes first, or becoming gainfully employed by another employer and thus covered by other group insurance.

- Article VII: Holidays and Leaves of Absence, Section 5 Vacation Leave

Vacation leave may be used for rest and relaxation, school appointments, medical appointments, and other personal needs. ~~Employees whose duties require them to collect and post money from customers are required to take five (5) consecutive days of vacation each calendar year.~~

- Article VII: Holidays and Leaves of Absence, Section 19 Leave Without Pay

A full or part-time employee may be granted a leave of absence without pay for a period of up to twelve months by the Town ~~Council~~ **Manager**. The leave shall be used for reasons of personal disability after both sick leave and vacation have been exhausted, sickness or disability of immediate family members, continuation of education, special work that will permit the Town to benefit by the experience gained or the work performed, or for other reasons deemed justified by the Town Manager.

- Article VII: Holidays and Leaves of Absence, **Section 29 Administrative Leave**

Employees whose duties require them to collect and post money from customers are required to take five (5) consecutive days of paid administrative leave each calendar year for internal control monitoring.

Administrative leave with pay shall be granted for circumstances not covered within this policy on a case-by-case basis as deemed appropriate by the Town Manager.

- ARTICLE IX. Unsatisfactory Job Performance and Detrimental Personal Conduct, Section 6 Pre-dismissal Conference

Before dismissal action is taken, whether for failure in personal conduct or failure in performance of duties, the Town Manager ~~or a Department head~~ will conduct a pre-dismissal conference **in the presence of either the Department Head or Human Resources Officer**. At this conference, the employee may present any response to the proposed dismissal to the Town Manager ~~or a Department head~~. The Town Manager ~~or Department Head~~ will consider the employee's response, if any, to the proposed dismissal, and will, within three working days following the pre-dismissal conference, notify the employee in writing of the final decision. If the employee is dismissed, the notice shall contain a statement of the reasons for the action and the employee's appeal rights under the Town's grievance procedure.

- ARTICLE X. Grievance Procedure and Adverse Action Appeal, Section 5 Role of the Human Resources Officer

Throughout the grievance procedure, the Human Resources Officer shall:

- a) Advise parties (including employee, supervisors, and Town Manager) of their rights and responsibilities under this policy, including interpreting the grievance and other policies for consistency of application;
- b) Be a clearinghouse for information and decisions in the matter including maintaining files of all grievance documents.
- c) Give notices to parties concerning timetables of the process, etc.;
- d) Assist employees and supervisors in drafting statements;

- e) Facilitate the resolution of conflicts in the procedures or of the grievance at any step in the process; and
- f) Help locate mediation or other resources as needed.

The Human Resources Officer shall also determine whether or not additional time shall be allowed to either side in unusual circumstances if the parties cannot agree upon extensions when needed or indicated.

If the Human Resource Officer has direct personal involvement with the situation surrounding the grievance, the Town Manager shall assume the role provided under this section.

ADJOURNMENT

There being no action taken nor any further business before the Town Council, Mayor Pro Tem Harry Archer made a motion to adjourn the meeting. Motion was seconded by Councilmember Ann Batt. Vote was unanimous, 4-0. It was 4:43 p.m.

Submitted by:

Sabrina Simpson
Administrative Services Supervisor/Deputy Clerk

These minutes were approved at the October 27, 2008 meeting of the Atlantic Beach Town Council.

A. B. Cooper III, Mayor