

MINUTES OF THE SPECIAL CITY COUNCIL PERSONNEL POLICY
ON WEDNESDAY, FEBRUARY 24, 2021

On the 24th day of February, at 2:00 p.m., the City Council of Stafford, Texas met in special session. This meeting is to workshop the proposed Personnel Policy.

*A copy of the Draft Personnel Policy Outline is attached as part of the minutes for the Special City Council Meeting dated 02-24-2021 representing topics within the outline discussed and submitted hereto. ** not all topics had action items ***

1. CALL TO ORDER

Mayor Willis called the meeting to order at 2:02 P.M.

2. (a) Human Resources Director presented the City Council with an outline to follow through as they reviewed the proposed Personnel Policy. She went on to explain that staff, legal and the Personnel and Benefits Committee have all reviewed the policy and this is a final draft for City Council to review. The following items listed are the discussions and / or recommendations from the City Council.

SECTION 1 -

1.14 Discrimination and Harassment complaint and grievance procedures

Ms. Garcia that the current policy does not state how to handle these types of situations and added that she is seeking council's ok to follow the new procedural process as outlined in the draft.

Councilmember Rosas inquired if the grievance was against a Department Head, if that would go directly to HR and if a grievance was against the Mayor or a Councilmember the complaint would also go directly to HR.

Councilmember Rosas requested that a copy of the Complaint Form be emailed to all of City Council.

1.15 complaints and grievances

This is for more general complaints not specifically harassment or discrimination. Employees encouraged to work through supervisor and the Department Head, however if the Department Head is the person being complained about then she is seeking advice from council as do they still want the complaint to end with the mayor or go to City Council.

Art Pertile, City Attorney explained that per the City's Home Rule Charter that the mayor has the authority to have the complaint end with the mayor. Councilmember Rosas inquired what would happen if the Director of HR is out of the office, would it go to their designee.

Ms. Garcia explained that her designee would be able to accept the complaint and then forward the complaint to the mayor.

Mayor Pro Tem Chen inquired if an employee submitted a complaint form and did not sign their name would this still be considered a complaint.

Ms. Garcia provided an explanation that the city cannot force an employee to sign their name and the Mayor Pro Tem Chen is correct, it would not be considered a complaint.

Chief Richard Ramirez confirmed that this is purely for internal complaints not for citizens.

Councilmember Rosas recommended that on page 13 bold the last sentence.

SECTION 2 – METHOD OF FILLING VACANCIES.

2.03 Probationary Period. – The City Council recommends that the \$50 increase upon successful completion of probation should be removed from the policy.

2.04 Failure of Probationary period.

2.05 Promotions Policy.

2.06 Transfer Policy.

SECTION 3 – CLASSIFICATION OF EMPLOYEES.

3.05 Internship.

3.06 Emergency Temporary employees.

3.09 Duration of Temporary limited duty assignments.

SECTION 5. COMPENSATION.

5.02 Salary Administration Objectives.

5.09 Recording Time.

5.10 Work Week/Work Periods

5.11 Compressed Work Week.

5.13 Callback time (Unscheduled events).

5.15 Step up pay (Temporary duties in higher classification).

5.16 Temporary Interim Pay

5.17 Bilingual Pay

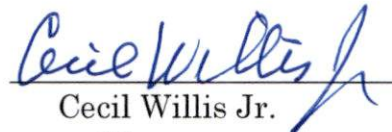
3. Councilmember Rosas made a motion to adjourn the meeting. Mayor Pro Tem Chen duly seconded the motion. Mayor Willis called the roll for the vote. Mayor Willis, Mayor Pro Tem Chen and Councilmembers Guerra, Mathew, Rosas, Jones, and Herrera voted "yes" none against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.

THE MEETING ADJOURNED AT 4:30 P.M.

ATTEST:



Nicola Browe
Assistant City Secretary



Cecil Willis Jr.
Mayor