

Minutes of the Lyman Town Council
Personnel Committee Meeting
Wednesday, May 8, 2019 at 5:00 p.m.
Lyman Town Hall, 81 Groce Road

CALL TO ORDER

Presiding Officer Call to Order at 5:27 p.m.

FOIA

Notice of this meeting with an agenda was publicly posted, published and forwarded to the media no less than 24 hours prior to adjournment.

ROLL CALL

Present:

Greg Wood
Glenn Greer
Hoyt Dottry

READING AND APPROVAL OF MINUTES

Reading and approval of minutes from Personnel Committee meeting on February 19, 2019 meeting.

Hoyt Dottry made a motion to approve the minutes as read. Glenn Greer seconded the motion and all were in favor.

Discussion and possible action regarding revised employee handbook

After discussion by the Committee Gregg Wood made a motion to approve removal of the current Grievance Procedure contained in the Employee Handbook as it is outdated. Further, Dr. Wood's motion is to approve the following procedure to replace the Grievance Procedure:

- Department Heads may verbally and/or in written form write up an employee as needed. All warnings and disciplinary actions are to be provided to the Town Clerk for filing in the employees' Personnel File
- Department Heads may suspend or send home an employee as needed and notify/follow up with the Town Administrator and Human Resources regarding such action
- All terminations are to go through and be approved by the Town Administrator
- The Personnel Committee would be the appropriate outlet for employees to seek appeal of termination or disciplinary action
- The Employee's next avenue of relief would be legal action

Additionally, the Town Clerk is to follow up with the Town's Labor Attorney for appropriate language to illustrate this procedure and incorporate into the Employee Handbook.

Hoyt Dottry seconded the motion and all were in favor.

Gregg Wood made a second motion to approve the proposed revisions to the handbook as outlined by the Town's Labor Attorney. Hoyt Dottry seconded the motion and all were in favor.

Executive Session

A motion to go into executive session for the purpose of discussing employee discipline/release of employee was made by Greg Wood. The motion was seconded by Hoyt Dottry and all were in favor.

A motion to come out of executive session was made by Greg Wood at 6:27 p.m. and seconded by Hoyt Dottry. The motion was approved by all. No actions or votes were taken in executive session.

Adjournment

Greg Wood made a motion to adjourn at 6:27 p.m. Hoyt Dottry seconded the motion and all were in favor.