

Administration Department



Interoffice Memorandum

TO: Mayor and City Council

FROM: Jim Clifford, City Administrator

DATE: December 4, 2020

SUBJECT: Study Session Date of Monday, December 7, 2020

A study session of the North Augusta City Council has been scheduled for **Monday, December 7, 2020, at 6:00 p.m.** in the Municipal Center 3rd Floor located at 100 Georgia Avenue.

The following is among the topics for discussion and review:

ITEM 1. CITY COUNCIL AGENDA: Items on the December 7, 2020 Council Agenda-Council Discussion

At this time, any questions related to the agenda scheduled for tonight's meeting may be discussed.

ITEM 2. HUMAN RESOURCES: City of North Augusta Personnel Policies and Procedures Manual Revision- Council Discussion

J. D. McCauley, Manager of Human Resources, will discuss with Council the proposed revisions to the *City of North Augusta Personnel Policies and Procedures Manual*.

Please see ATTACHMENT #2 for a Human Resources Department Memorandum.

ITEM 3. LEGAL: Executive Session – Request of the City Administrator

In compliance with Section 30-4-70 (a) (2) the City Administrator requested an executive session for the purpose of:

(2) Discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the agency of a claim

Discussion will be related to the Master Development Agreement of March 15, 2017 related to the Ballpark Village

Upon returning to open session, council will not take action on matters discussed in Executive Session.



HUMAN RESOURCES DEPARTMENT MEMORANDUM

To: Mayor and Council

From: J.D. McCauley, Manager of Human Resources

Date: December 7, 2020

Subject: City of North Augusta Personnel Policy Revisions

I have enclosed for your review a proposed revision of the North Augusta Personnel Policy Manual. My intent is for this to be a living document to allow for the City of North Augusta to be agile in order to keep up with the capricious nature of issues that impact our workplace and workforce.

This proposed revision has been externally reviewed by Senior HR Consultant Shellie Haroski, SPHR, SHRM-SCP, RCC of FGP HR Consulting, the Municipal Association of South Carolina's Municipal Human Resources Association labor attorney specifically retained for personnel handbook review Kevin Sturm of Sturm & Cont, P.A., and Certified Employment and Labor Law Specialist Linda Pearce Edwards of Gignilliant, Savitz, & Bettis, LLP.

The City Administrator, Assistant City Administrator, City Attorney, Directors, and Managers have also performed an internal review of this proposed manual.

For comparison I have also enclosed a copy of the current Personnel Policies & Procedures Manual. Although I have not provided an exhaustive list of all policies reviewed and brought up to best practice standards, I have provided a summary of notable changes below:

- Added an anti-harassment policy
- Added donated medical leave policy
- Added Presidents Day & Veterans Day as City observed Holidays
- Added a remote work policy
- Added a social media policy
- Added a whistleblower policy

- Defined how bereavement leave is accounted for
- Defined part-time employee benefits
- Defined separation of employment terms and conditions
- Removed Confederate Memorial Day Holiday, retained Personal Holiday
- Standardized tuition reimbursement program
- Standardized Holiday leave bank for shift workers
- Updated usage of sick leave eligibility to include for the caring for parents
- Updated appearance standards
- Updated drug & alcohol testing policy
- Updated travel & subsistence allowance policy to be in line with United States General Services Administration
- Updated vacation accrual rates, payout maximum remains unchanged
- Updated workers compensation policy to be in line with the current provisions as set forth by the South Carolina Workers Compensation Commission

Moving forward I would like to request both the revocation of the current North Augusta Personnel Policy & Procedure Manual, and a resolution to approve the proposed North Augusta Policy Manual be placed on the December 21, 2020 Council agenda.

Thank you for your time and consideration of this proposed revision.