

# North Augusta



*South Carolina's Riverfront*

## MINUTES OF DECEMBER 7, 2020

*Robert A. Pettit, Mayor*

*J. Robert Brooks, Councilmember  
Pat C. Carpenter, Councilmember  
Fletcher L. Dickert, Councilmember  
David W. McGhee, Councilmember  
Eric H. Presnell, Councilmember  
Kevin W. Toole, Councilmember*

## **ORDER OF BUSINESS**

### **STUDY SESSION**

The study session for the City Council meeting of the City of North Augusta of December 7, 2020, having been duly publicized, was called to order by Mayor Pettit at 6:00 p.m. in Council Chambers on the third floor of the Municipal Center and recessed at 6:41 pm then re-convened at 7:24 for an executive session. The study session adjourned at 6:57 p.m.

Per Section 30-4-80(e) notice of the meetings was sent out by email to the current maintained "Agenda Mailout" list consisting of news media outlets and individuals or companies requesting notification. Notice of the meetings was also posted on the outside doors of the Municipal Center, the main bulletin board of the Municipal Center located on the first floor, and the City of North Augusta website.

Members present were Mayor Pettit, Councilmembers Brooks, Dickert, McGhee, Presnell, and Toole. Councilmember Carpenter was absent.

Also in attendance were James S. Clifford, City Administrator; Rachelle Moody, Assistant City Administrator; Kelly F. Zier, City Attorney; Cammie T. Hayes, Director of Finance and General Services; Richard L. Meyer, Director of Parks, Recreation, and Tourism; John C. Thomas, Director of Public Safety; Thomas C. Zeaser, Director of Engineering and Public Works; James E. Sutton, Director of Public Services; Lillian E. Hodges, Director of Planning and Development; J.D. McCauley, Manager of Human Resources; Ricky Jones, Manager of Information Technology and Sharon Lamar, City Clerk. The members of the public and the media were also in attendance.

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

City Administrator, Jim Clifford, led Council's discussion of the December 7, 2020 regular meeting agenda.

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

J. D. McCauley, Manager of Human Resources, led Council in a discussion of the proposed revisions to the *City of North Augusta Personnel Policies and Procedures Manual*. Mr. McCauley shared highlighted revisions noted on the Human Resources Department Memorandum.

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

*On the motion of Councilmember Brooks, second of Councilmember Toole, Council agreed unanimously to recess the study session at 6:41 pm and return at the completion of the regular Council meeting.*

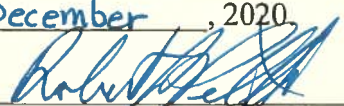
*At 7:24 pm, following the regular City Council meeting, Council reconvened the study session.*

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

On the motion of Councilmember McGhee, second of Councilmember Presnell, Council agreed unanimously to enter into executive session. (Councilmember Carpenter joined the executive session via conference call.) 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 was related to the Master Development Agreement of March 15, 2017 related to the Ballpark Village. Upon returning to open session, council did not take action on matters discussed in Executive Session.

APPROVED THIS 21<sup>st</sup> DAY OF  
December, 2020  
  
Robert A. Pettit, Mayor

Respectfully submitted,

  
Sharon Lamar, City Clerk



**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

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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.