MINUTES
GENERAL COUNSEL COMMISSION
REGULAR MEETING OF MARCH 16, 2015

Present: Councilwoman and Chairwoman Mary Bartolotta, Councilman Daley, Councilman Giuliano, Councilman Chisem, and Councilwoman Kleckowski. Staff: Director Morey and Attorney Wisneski.

Call to Order:

Meeting was called to order at 7:00 p.m.

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Public Comment:

There was no one from the public in attendance to speak.

Approval of Minutes:

Councilwoman Kleckowski made a MOTION to approve the Minutes from the January 20, 2015, Regular Meeting. The Motion was seconded by Councilman Chisem. The Motion passed 4-0-1, with an abstention by Councilman Giuliano because he was not present at the last meeting.

New Business:

A. Review of Draft/Revised Personnel Rules

The Commission went through the draft/revised personnel rules one page at a time. There was some discussion on making sure that the equal employment opportunity language was consistent and matched what is required under state and federal laws. Councilman Giuliano mentioned that when changing the terminology from Personnel Department to Human Resources Division, it was important to reference the office consistently throughout the document. There were some pronoun changes and a few typos were caught throughout the document.

In the section entitled "Hours of Work," the members wanted to make sure that the description was consistent with our current collective bargaining agreements. The Commission went through the language updating the City's FMLA policy and had no concerns. The new language mirrors federal law and is in line with how the City currently runs its FMLA leaves. There was some discussion about the sections pertaining to advancements of sick leave. The Commission wanted to make sure that it was consistent with the relevant ordinance language. The language regarding municipal vehicle usage was discussed at length. Ultimately, it was agreed that the language would remain as is (except for a small change on page 27 taking out that the GCC could amend the vehicle policy – as this document can only be changed by the full Council, this statement needed to be taken out) and the Commission wanted some follow-up research done on CDL licenses and what other towns are doing to make sure that their employees maintain active licenses.

There was some discussion on the language pertaining to performance evaluations. The Commission agreed that the last sentence of the proposed language should be eliminated. There was a lot of discussion about the dress code policy set forth on page 29 of the revised personnel rules. Everyone agreed with putting this policy in the personnel rules. There was also discussion about adding a statement that this list is not intended to be all-inclusive. The Commission also discussed whether there should be a prohibition on facial piercings.

The Commission discussed the Sexual or Other Harassment Complaint Procedure section on page 32. Councilwoman Kleckowski wanted to make sure that there is a timeline for the closing out of complaints. The consensus was that a complaint should be completed within 90 days of it being opened and that a thirty day extension could be granted by the Mayor if additional time was warranted.

There was some discussion about the defined, non-bargaining exempt positions. Director Morey explained that certain positions need to be added to this section because additional positions have become exempt since the last time the personnel rules were revised. Staff had also suggested changes regarding when the group receives personal days. Ultimately, the Councilmembers had concerns about whether GCC should even be touching such language as it was negotiated language. Staff explained that the main language that this Commission needed to be concerned about was adding the relevant positions as highlighted on page 39.

Other

A. **Vacancy Report** – Some discussion ensued regarding whether the Human Resources Division ever complies with the timelines set forth in the ordinances related to vacancy postings and whether the Council needed to pass a waiver resolution regarding those timelines. There was a suggestion that maybe the vacancy postings would occur after the employee leaving the position runs out of vacation, sick and personal days. There was no definitive resolution, but the members may bring it back to their caucuses for discussion.

B. **Legal Bills** – No questions.

Adjournment

MOTION to Adjourn by Councilman Giuliano, seconded by Councilman Chisem. Motion was unanimous and meeting ended at 9:05 p.m.