

Minutes
Special Called Meeting
Aberdeen Town Board

April 22, 2010
Thursday, 5:30 p.m.

Robert N. Page Municipal Building
Aberdeen, North Carolina

The Aberdeen Town Board met Thursday, April 22, 2010 at 5:30 p.m. for a Special Called Meeting to review the Town of Aberdeen Personnel Policy. Members present were Mayor Elizabeth B. Mofield, Mayor Pro-tem Robbie Farrell, and Commissioners Pat Ann McMurray, Alan Parker, Jim Thomas, and Walter Wright. Staff members in attendance were Town Manager Bill Zell and Town Clerk Regina Rosy.

Mayor Mofield called the meeting to order.

Manager Zell stated staff has completed a review of the Personnel Policy and the Board has received the revised Personnel Policy. Manager Zell stated all changes are highlighted in red. Manager Zell stated in order to make the review process easier, staff prepared a spreadsheet listing the concerns received from Commissioner Wright and Attorney T.C. Morphis regarding the Personnel Policy. Manager Zell stated this spreadsheet also contains comments from staff regarding each of these concerns. Manager Zell stated he could either open up discussion for questions or go line by line through the spreadsheet for review. Commissioner McMurray stated she would prefer to go over each of the concerns listed on the spreadsheet.

The spreadsheet is attached for a complete list of topics that were held for discussion during the meeting. Additional comments received from the Mayor and Commissioners are listed in detail below.

Mayor Mofield requested that workplace searches only be completed by the Town Manager, and not by Department Heads. She felt it may even be helpful for the Town Manager to bring the Chief of Police or a Police Officer with him while conducting a workplace search if the situation ever arises.

Commissioner Parker recommended that on page 38, Section 14, he would like the word "sex" changed to "gender".

Commissioner Wright felt that vacation pay should be paid to any employee who terminates employment with the Town, regardless of if notice is given or not. Commissioner Wright stated he did not feel it was legal to withhold vacation pay from an employee upon

termination. Town Clerk Regina Rosy stated her understanding is that vacation pay is not a required benefit and the Town can set up the parameters that vacation pay is paid. Commissioner Wright requested the Town Attorney review the policy to see if not paying vacation pay upon termination is legal.

Mayor Mofield stated on Page 69, Section 5 which is Tuition Assistance, she believes the Town Board should approve all applications for Tuition Assistance. Mayor Mofield stated due to a previous situation with a Town employee, she would like for the Board to be aware of when an employee is going to school on Town time. Town Clerk Regina Rosy stated she believes the Board is referring to Education Leave With Pay, not Tuition Assistance.

Commissioner Wright instructed the Town staff to develop a list of examples of unacceptable personal conduct to be included in the Personnel Policy.

Commissioner McMurray stressed the importance of the Personal Appearance and Behavior section of the Personnel Policy. Commissioner McMurray stated it is important for all employees to dress professionally at all times and no flip flops should be allowed. Everyone was in agreement that flip flops are not appropriate dress and would not be considered professional attire for the workplace.

With no further discussion, a motion was made by Commissioner Wright, seconded by Mayor Pro-tem Farrell, to adjourn the meeting. Motion unanimously carried.

Regina M. Rosy, Town Clerk

Minutes were completed in
Draft form on May 6, 2010

Elizabeth B. Mofield, Mayor

Minutes were adopted
May 10, 2010