

**PERSONNEL COMMITTEE
SPECIAL MEETING**

9:00 a.m., Monday, July 22, 2013

The Personnel Committee held a special meeting at 9:00 a.m., Monday, July 22, 2013 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmember Bettelli and Stone, Chair Thomas, City Administrator Tucker, Assistant to the Administrator Dziuban and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Thomas called the meeting to order and acknowledged that the press and public had been duly notified of the meeting in accordance with the Freedom of Information Act.

2. **Recommendation for Employee Appointments to the Employee Grievance Committee**

Administrator Tucker distributed a slate of candidates for the Employee Grievance Committee that she had originally sent via email to all Committee members; a copy of the list is attached to the historical record of the meeting. The Administrator stated that the goal of this meeting is a motion to recommend to City Council the appointment of this slate of candidates for the terms of service indicated.

The Administrator reported that the City has not had to activate its grievance committee since 1999; in the interim, the City has not had a grievance that has gone beyond the department head level. The grievance to be addressed in the coming procedures is from a member of the Police Department and was received by the City Administrator on July 17th; the grievance was received with the appropriate documentation as detailed in the Employee Handbook adopted by City Council in November 2012.

The next step in the process is for the appointment of a grievance committee that will assemble to elect a chair; they must then schedule the grievance hearing within ten (10) days. When the hearing does occur, it will follow the procedures outlined in the Employee Handbook in the pages provided to the members of this Committee in the meeting packet.

The City's personnel attorney Linda Evans of Gignilliat, Savitz and Bettis will assist the grievance committee as it prepares for the hearing and will help them through the process to ensure the grievance committee receives the appropriate advice. At this stage of the grievance, neither the defending department, i.e. the Police Department, nor the grieving employee will be allowed to have legal counsel to argue their case, but the committee may have the guidance of counsel.

Once the grievance committee hears the appeal, they will have twenty (20) days to render their decision; the decision is first delivered to the City Administrator and then to City Council who may uphold the grievance committee's decision or make an alternate decision. Administrator Tucker anticipates the grievance process to take a couple of months before getting to the Council process. Everything will be done in Executive Session, unless the grieving employee requests for the proceedings to take place in open session.

According to the Administrator, two (2) of the candidates served in 1999; no one from the department where the grievance occurred can serve on the grievance committee. The slate of

candidates is composed of “a good cross-section of people, plus having the benefit of experience before.”

MOTION: Councilmember Stone moved to recommend to City Council the approval of the slate of candidates for the Employee Grievance Committee appointments and alternates as presented; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

3. **Executive Session** – not necessary

4. **Adjourn**

MOTION: Councilmember Stone moved to adjourn the meeting at 9:07 a.m.; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk