CITY OF CHARLES TOWN

PERSONNEL COMMITTEE
AGENDA • NOVEMBER 12, 2024

Committee Meeting **COUNCIL CHAMBERS** **5:00 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2024-1129:** Personnel Committee Special Meeting - October 21, 2024
Personnel Committee Report 10-21-24.pdf

3. UNFINISHED BUSINESS

: **2024-1127:** Employee Handbook Review

: **024-1128:** Sick Leave Policy Discussion

4. NEW BUSINESS

5. ADJOURNMENT

6. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas-and-minutes/

Personnel Committee
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 11/12/24
Department: Personnel Committee
Category: Report
Initiator:

AGENDA ITEM (ID #)

2024-1129: Personnel Committee Special Meeting - October 21, 2024

ATTACHMENTS:

- Personnel Committee Report 10-21-24.pdf

City of Charles Town Personnel Committee Report

October 21, 2024 Special Meeting

Call to Order at 6:00PM

1. **Persons present**: Personnel Committee Members Councilman Micheal George, Councilman Jeff Hynes, Councilman Kevin Tester; Mayor Bob Trainer, Chief of Police Chris Kutcher, City Manager John Nissel, City Attorney Stephanie Grove, Community Development Director Alissa Meeks, Operations Director Cindy Rezmer

2. **New Business**

   2024-1076: Sick Leave Policy Discussion
   Discussed payout of banked sink time if employee is deemed disabled. City Attorney expressed concerns that this proposed policy may have equal protection concerns and could open the city up to litigation. She recommended that the City pay it out for everyone or don't pay it out at all. Or another option is to pay it out for everyone at a reduced rate. Councilman Hynes expressed concern with the liability of paying out all sick leave. Councilman Tester said sick leave pay out could be capped. Per Ms. Grove, other municipalities in our area do not pay out sick time. Discussion of sick leave policy also included PEIA eligibility. PEIA policy confirms that medical leave is designed for someone who can return to work. Committee decided more time was needed to discuss sick leave policy before taking to Council.

   2024-1077: Personnel Matter – Possible Executive Session

   Committee moved to go into Executive Session.

3. **Meeting adjourned at 6:00pm**

4. **Next Personnel Committee meeting is scheduled for 5:00pm November 12, 2024.**

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2024-1127: Employee Handbook Review

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024-1128: Sick Leave Policy Discussion

ATTACHMENTS: