

**MINUTES OF THE SPECIAL MEETING CLINTON CITY COUNCIL
WEDNESDAY, JUNE 8, 2016**

Minutes of the Special Meeting of the Mayor and City Council of the City of Clinton, Oklahoma, Custer County, held in the City Council Room, City Hall on Wednesday, June 8, 2016 at noon. A notice of this meeting with agenda was posted on the bulletin board in the lobby of Clinton City Hall on June 1, 2016.

Mayor: Seth Adams
Council: Don Rodolph, Chuy Rosales, Lucas Martinez
Absent: Jason Hulin
City Manager: Mark Skiles
City Clerk: Lisa Anders
City Treasurer: Debra Blanchard
Others: Margaret Love and Mary Smith

AGENDA ITEM NO. 2: CONSIDER AND TAKE ACTION ON EMPLOYEE HANDBOOK

City Manager Mark explained that the current Employee Handbook was adopted by the City Council in 1998 and has not been brought back for modifications since that time. He introduced Attorney Margaret Love who has been representing the City of Clinton in regard to the fire department union negotiations.

Margaret Love explained that changes were made to the Employee Handbook in 2002, 2008 and 2010 but there was not anything that would confirm that the changes were brought before the City Council. She said in 1998 the Employee Handbook had been approved by motion of the Council rather than by ordinance or resolution.

Love explained the four goals in reassessing the handbook. She explained that some changes in the handbook were due to inconsistency in the piece meal changes made to the handbook. She said some of the changes were due to not being in compliance with current laws and it was just time to review the policies. She said there are no monetary changes being made with the exception of vacation accrual.

Love explained that changes to the cell phone policy, smoking laws, fire arm, and living location requirements.

Love reported that effective December 1, 2016, there will be changes in the definition of an exempt employee. She said the base salary will increase so that could change the status of some employees. She also recommended changing the accrual of vacation to five year increments. She said with the current policy, the employees with longer years of service are being penalized.

Love said the Family Medical Leave Act has been rewritten with federal law change and will be placed as an addendum to the Employee handbook.

Love identified other changes: Change wellness program to include family access to Acme Brick Park; change military leave number of allowable days to comply with state and federal guidelines, allow transfer/promotions to a six month threshold with a waiver provision. Love suggested training supervisors to do evaluation in a proper way or to eliminate the use of evaluations.

Love explained that Use of City Property section of the handbook has been omitted. She said it was basically a safety manual and did not belong in an Employee handbook. She said the font size of the handbook will be changed to make reading easier.

Motion was made by Councilman Rodolph and seconded by Councilman Rosales to approve the City of Clinton Employee Handbook as presented.

Mayor put the motion to a roll call vote:

Aye: Rodolph, Rosales, Martinez, Adams

Nay: None

Mayor declared the motion carried.

AGENDA ITEM NO. 3: ADJOURNMENT

Motion was made by Councilman Rosales and seconded by Councilman Martinez to adjourn the meeting.

Mayor put the motion to a roll call vote:

Aye: Rosales, Martinez, Rodolph, Adams

Nay: None

Mayor declared the meeting adjourned at 12:35 p.m.