



City of Elkins

Personnel Committee Meeting

December 1, 2025

1:00 PM

Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.

Charter Authority of the Personnel Committee: Review and propose to Council employment policies, including employee compensation and benefits and an employee handbook. Review applications for primary staff positions recommended by the Mayor and make hiring recommendations to Council.

AGENDA

1. **Call to order and roll call**
2. **Public comment**
3. **Minutes**
 - a. Proposed minutes for the joint meeting of the Personnel and Finance Committees of November 17, 2025
4. **Reports**
5. **New business**
 - a. Revise city policy concerning grievance process
 - b. Authorize posting of HR Director position
 - c. Review of overtime in city departments
6. **Announcements**
7. **Adjournment**