



City of Elkins

Personnel Committee Meeting

February 2, 2026

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 meeting of January 5, 2026.
4. **Reports**
5. **New Business**
 - a. HR Director Vacancy - decision to list
 - b. Grievance Policy - updated draft
 - c. Overtime usage
 - d. FY 2027 Health Insurance Discussion
 - e. NeoGov implementation update
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 2, 2026
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of January 5, 2026.
Recommended By:	City Clerk
Summary:	Minutes proposed for the referenced meeting
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Personnel Committee - 2026_01_05 - minutes_proposed

PERSONNEL COMMITTEE MEETING MINUTES

*Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
January 5, 2026
1:00 p.m.*

Present were members: C. Thompson (chair), C. Kerns, and L. Severino.

Also present were: Jerry Marco (mayor), Mike Kesecker (operations manager), Tracy Judy (treasurer), Steve Himes (fire chief), Travis Bennett (police chief), Joshua Martin (human resources), Sutton Stokes (city clerk), Wes Lambert (chief water operator), Whitney Hymes (chief wastewater operator), and Mikayla Goins (executive secretary).

MINUTES

Thompson **MOVED APPROVAL OF THE MINUTES OF THE DECEMBER 1, 2026.** The motion carried.

NEW BUSINESS

By unanimous consent of the committee agenda items were reordered as follows:

a. NeoGov Update

The Committee received an update on the NeoGov HRIS system implementation. No action taken.

b. HRIS withdrawals

The Committee discussed HRIS withdrawal processes. No action taken.

e. HR Director Vacancy

The Committee discussed the HR Director vacancy. No action taken.

c. Revise city policy concerning grievance process

The Committee discussed revisions to the grievance process. No action taken.

d. City overtime

The Committee discussed overtime use. No action taken.

The meeting adjourned at 3:16 p.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 2, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	HR Director Vacancy - decision to list
Recommended By:	Administrative Team
Summary:	The Committee is asked to review an approach to and announcement language for recruiting an HR Manager. A hiring process is proposed.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	<ol style="list-style-type: none"> 1. Memo - HR vacancy listing - 2026_02_02 2. Memo - HR hiring process - 2026_02_02

MEMORANDUM

To: Personnel Committee

From: City Clerk

Re: Approach to Listing Human Resources Position

Date: February 2, 2026

Purpose

This memo is provided as a brief update for the February 2 meeting. At the Committee's last meeting, there seemed to be general consensus on the overall approach to filling the City's vacant Human Resources position. Since that time, the attached vacancy announcement has been updated to reflect several small changes consistent with that discussion. This memo summarizes the agreed-upon approach and notes next steps.

Background

As previously discussed, the City is still building and modernizing its standalone Human Resources function, less than three years after its creation. Recent efforts have focused on compliance corrections, policy review, and implementation of a new human resources information system (NeoGov). The HRIS is intended to centralize and safeguard employee data, improve efficiency, and reduce manual processes. An additional benefit of the HRIS is that it may allow greater flexibility in structuring and supporting this position over time.

Agreed-Upon Approach

There was consensus that the City should maintain internal flexibility in filling this position. While an experienced HR professional would be ideal, this may not be realistic given current labor market conditions and the City's salary range. Accordingly, the agreed-upon approach is to remain open to candidates with less experience but strong aptitude, while retaining the ability to adjust scope, support, and expectations based on the qualifications of the individual hired.

At the same time, it was agreed that this flexibility should not be emphasized in the public posting. The position should be advertised as a clearly defined manager-level role to avoid discouraging qualified applicants or creating the impression that the City undervalues the HR function. Internally, however, the goal would be to retain flexibility to scale responsibilities and provide additional structure or support as needed.

Under this approach, the City would recruit a Human Resources Manager responsible for day-to-day HR operations, compliance support, and HRIS administration, with the potential for expanded responsibilities or future reclassification if the selected candidate demonstrates capacity for broader strategic leadership.

Labor Market Considerations

As previously noted, human resources is a relatively well-compensated field, including in West Virginia. Candidates with meaningful mid-career experience are likely to expect compensation toward the upper end of the proposed range, while candidates attracted to the lower end of the range are more likely to be earlier in their careers and may require greater structure, supervision, and professional development.

Key Elements (as reflected in the updated posting)

- **Title:** Human Resources Manager
- **Salary:** \$45,000 – \$65,000, depending on experience and duties
- **Certification:** SHRM, HRCI, or comparable preferred; required within two years if not held
- **Education:** Bachelor's degree or equivalent combination of education and experience
- **Scope:** HR administration (including payroll), inter-departmental support, training, compliance and policy work, HRIS administration, and modernization initiatives; specific responsibilities may be refined based on candidate qualifications
- **Growth Potential:** Opportunity for expanded responsibilities and potential future reclassification

Next Steps

The attached vacancy announcement incorporates a small number of updates discussed previously. If there are no additional concerns, staff will proceed with posting the position using the attached language.

PROPOSED VACANCY ANNOUNCEMENT / ADVERTISING LANGUAGE

Position Title: Human Resources Manager

Department: Human Resources

Salary Range: \$45,000 – \$65,000 (DOQ)

FLSA Status: Exempt

Work Location: On-site

Position Summary

The City of Elkins is seeking a Human Resources professional to lead and administer core HR functions during a period of ongoing organizational development. The City has recently established a standalone HR department and is in the process of implementing a new HR information system (NeoGov). The department is now focused on stabilizing compliance, strengthening policies, and supporting departments through consistent and practical HR practices.

This position is responsible for managing day-to-day HR operations and serving as a primary internal resource on compliance, HR systems, and employee-related processes. While the role requires independence, initiative, and judgment, it operates within a collaborative organizational environment with access to team expertise, external resources, and employer-funded professional development.

Essential Duties and Responsibilities

- Administer core HR functions, including recruitment support, onboarding, employee records, and benefits coordination
- Oversee payroll administration and ensure payroll-related compliance
- Maintain and administer the City's NeoGov HR information system (HRIS)
- Develop, implement, and maintain HR policies and procedures
- Support compliance with federal and state employment laws
- Coordinate employee training and professional development initiatives in collaboration with the Leadership Team
- Provide HR guidance and support to department heads and employees
- Assist with classification, compensation, and organizational initiatives as assigned

Qualifications

Minimum Qualifications:

- Demonstrated experience in Human Resources showing aptitude for independent, self-directed work and the willingness and ability to learn and grow in this position.
- Strong organizational, analytical, and communication skills.

- Ability to handle confidential information with discretion and professionalism.
- HRIS experience.

Preferred Qualifications:

- Five or more years of progressively responsible HR experience (municipal government or other public-sector experience preferred but not required).
- SHRM-CP, SHRM-SCP, PHR, SPHR, or comparable certification (preferred; required within two years if not already held).
- Experience with NeoGov HRIS platforms, payroll systems, and compliance-focused HR work.

Compensation and Professional Growth

Salary will be set within the posted range based on qualifications and experience. The City supports ongoing professional development and anticipates that the scope of the position may evolve over time as organizational needs and systems mature.

##

MEMORANDUM

To: Personnel Committee

From: City Clerk

Re: Hiring Process for Human Resources Position

Date: February 2, 2026

Purpose

The City Charter provides that the Personnel Committee shall “review applications for primary staff positions recommended by the Mayor and make hiring recommendations to Council.” This language establishes a minimum structural requirement for the process. The following memo builds on that framework to enable effective administrative input and support while preserving the Mayor’s and Committee’s roles as assigned by the Charter.

Proposed Hiring Process

1. Posting and Application Management

The interim Human Resources Director would manage the front-end of the process, including posting and publicizing the vacancy and administering the Applicant Tracking System (ATS).

2. Administrative Review and Evaluation

The Mayor and—if agreeable to the Mayor—the Administrative Officers would be identified as “hiring managers” within the ATS. This would allow all parties to review applications, provide notes, and assign ratings within the system.

This collaborative review would be used to evaluate applicants and surface a smaller group of qualified candidates. The intent at this stage is not to make hiring decisions, but to organize information and assessments to inform the Mayor’s recommendations to the Committee.

3. Mayor’s Recommendation to the Personnel Committee

Based on the application reviews and administrative input, the Mayor would identify candidates to recommend to the Personnel Committee.

4. Interview Preparation

An agreed-upon interview script would be used to ensure consistency across interviews. An interview script has already been updated by Melissa Washington and could be adopted or refined by the Committee as needed.

5. Interviews

Interviews would be conducted by the Personnel Committee and the Mayor, with guidance and/or participation from the interim HR Director. Administrative Officers might either observe interviews live or review interview recordings afterward, depending on logistics and other considerations. These interviews would not be public but could be performed in executive session.

6. Committee Recommendation

Following interviews, the Personnel Committee would vote whether to recommend a candidate to Council, in accordance with the Charter. Although this vote would need to happen in open session, measures could be taken to preserve confidentiality of applicant names until final Council action, if desired.

7. Council Consideration

The Committee's recommendation would be forwarded to Council for action. For efficiency, it may be advisable to schedule the Personnel Committee meeting at which this vote occurs immediately prior to a regular Council meeting.

##



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 2, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Grievance Policy - updated draft
Recommended By:	City Clerk
Summary:	<p>The Committee will review and discuss a new draft Employee Grievance Process, which aims to establish a consistent, fair procedure for addressing employee complaints while preserving the defined roles of Department Administrators, HR, and Council and recognizing the "flat" nature of the City organization. The process includes department-level review, HR pre-communication oversight and advisement, a "Neutral Reviewer" pathway for grievances involving Department Administrators, and discretionary (i.e., optional) procedural review by the Personnel Committee and, if recommended, full Council. Most important to focus on at this point are any procedural or operational considerations, clarifying whether this is the appropriate role in appeals for the Committee and Council, and determining next steps (i.e., either further revisions or recommendation to Council).</p>
Fiscal Impact:	n/a
Recommendation:	Review, discuss, and consider next steps
Attachments:	1. Grievance Policy outline - 2026_01_30

Overview: Discussion and Consideration of Next Steps – Employee Grievance Process

Background:

Attached is a revised Employee Grievance Process designed to provide consistent, fair, and procedurally sound handling of employee complaints while respecting the defined roles of Department Administrators, HR, and City Council and the City’s “flat” organizational structure. Key principles include:

Core Principles

- Under City Code, Department Administrators are assigned full authority over personnel and operational decisions within their departments.
- HR provides process and policy oversight for normal grievances, not managerial control.
- Council’s role is legislative and policy-focused, not supervisory. Its role in the grievance process is to provide procedural review, not managerial override. The initial stage of this procedural review is delegated to Council’s Personnel Committee.
- Alternative paths are available when Department Administrators are the subject of grievances.

Policy Highlights

1. **Department-Level Review:** Employees submit grievances to their Department Administrator, who investigates and issues a draft written decision. HR reviews the draft before communication to the employee.
2. **Neutral Reviewer Path:** Grievances involving Department Administrators or the HR Manager are referred to a Neutral Reviewer (City Attorney or outside counsel) for investigation and written determination.
3. **Personnel Committee Review:** Employees may appeal to the Committee for procedural review of a grievance decision. Review is discretionary, limited to procedural integrity, and does not include reassessment of outcomes.
4. **Full Council Review:** Council review is discretionary and follows the Personnel Committee recommendation, limited strictly to procedural issues.

Purpose of Discussion:

- Review the new grievance process and underlying principles.
- Identify procedural or operational considerations for implementation.
- Determine any additional guidance or amendments needed before final adoption.
- Discuss Personnel Committee's role and responsibilities in reviewing procedural appeals.
- Confirm any procedural or operational considerations, clarifying whether this is the appropriate role in appeals for the Committee and Council, and determining next steps (i.e., either further revisions or recommendation to Council).

Attachments: Draft Employee Grievance Process Outline (including step-by-step responsibilities and timelines).

City of Elkins: Employee Grievance Process Outline

The City's organizational structure includes multiple Department Administrators who report directly to Council. This framework describes a grievance process designed to ensure due process and consistency without blurring lines of administrative authority.

Terminology

- "Department Administrator" refers to all Council direct-reports supervising other employees (e.g., Administrative Officers, HR Manager, Municipal Judge). When adapted for use by Water/Sanitary Boards or EPRC, it also refers to Chief Utility Operators and the Parks Director, who are direct reports to those boards/commission.
- "Neutral Reviewer" refers to the City Attorney or outside employment-law counsel as appropriate.

Timelines

Deadlines and timeframes set forth in this document may be extended for good cause and shall be applied in a manner that avoids technical forfeiture of an employee's grievance where no meaningful harm to the fairness of the grievance process results.

Step 7: Department Level Review

- The Department Administrator with authority over the matter receives the written grievance from a supervisee. Employees should make every reasonable effort to submit the written grievance within 7 business days of event or knowledge of event.
- Within **10 business days**, the administrator reviews, investigates as needed, and prepares a draft written decision.
- The administrator routes the written decision and all relevant supporting materials to the Human Resources Manager for pre-communication review before providing it to the employee (see Step 2).

Exceptions:

- Grievances involving a Department Administrator bypass this step:
 - If the grievance involves the HR Manager, it is submitted directly to the Mayor for intake/administrative coordination before referral to a Neutral Reviewer.

- If the grievance involves another Department Administrator, it is submitted to HR for intake/administrative coordination before referral to a Neutral Reviewer.

Step.8;Human.Resources.Pre_Communication.Review-Intake

The Human Resources Manager serves as the administrative reviewer for normal grievances. HR maintains all grievance-related records and enters same in the appropriate repository in keeping with City policies protecting personnel information.

HR's role depends on the grievance type:

A. Normal Grievances (HR Manager not the subject of the grievance)

- Within **5 business days** after receiving the Department Administrator's draft Step 1 determination and before it is provided to the employee, HR reviews it to ensure compliance with policies, procedures, and applicable law.
- HR review is only to ensure that the written record reflects the following:
 - Decision is supported by facts, evidence, and applicable policy.
 - Decision is consistent, fair, and free from bias or favoritism.
 - Decision reflects rational consideration, not impulsive or random action.
- HR may flag legal, procedural, or policy issues for correction by the Department Administrator prior to release to the employee.
- HR may **not**:
 - Direct departmental operations
 - Substitute managerial judgment
 - Impose or modify discipline

B. Grievances When a Department Administrator is the Subject (Neutral Reviewer Path)

When a Department Administrator is the subject of a grievance, Step 1 review is performed by the Neutral Reviewer, as described below.

- **HR Manager as the subject:**
 - Employee submits grievance directly to the **Mayor**, who confirms completeness and forwards it to a **Neutral Reviewer** **within 3 business days**.

The Neutral Reviewer shall be the City Attorney, unless a conflict of interest exists or the Mayor determines that referral to outside employment-law counsel is appropriate. If necessary, outside employment-law counsel shall be engaged to serve as the Neutral Reviewer.

- **Recordkeeping:** Because the HR Manager cannot handle records related to a grievance he or she is the subject of, recordkeeping shall be performed by a neutral administrative custodian. The neutral administrative custodian shall be the City Clerk, unless a conflict of interest exists or the Mayor determines that another recordkeeper would be more appropriate. This custodian will maintain all grievance-related records and coordinate entering same in the appropriate repository in keeping with City policies protecting personnel information.
- **Other Department Administrators as the subject:**
 - Employee submits grievance to HR for intake/administrative coordination; HR forwards it to a Neutral Reviewer within 3 business days. The Neutral Reviewer shall be the City Attorney, unless a conflict of interest exists or the HR Manager determines that referral to outside employment-law counsel is appropriate. If necessary, outside employment-law counsel shall be engaged to serve as the Neutral Reviewer.
 - **Recordkeeping:** The HR Director will maintain all grievance-related records and coordinate entering same in the appropriate repository in keeping with City policies protecting personnel information.

Neutral Reviewer Process

In both scenarios described above, the Neutral Reviewer performs the equivalent of the Step 1 review that a Department Administrator would normally perform, as well as the Step 2 review. This includes investigating the grievance, evaluating the facts, and issuing a written determination.

- The Neutral Reviewer shall issue the written determination within 20 business days of receiving the referral from either the Mayor or the HR Manager.
- The Neutral Reviewer's determination is provided to the employee, the administrator involved, Council's Personnel Committee, and the appropriate recordkeeper. This determination may include a recommendation for Council action concerning the named Department Administrator.

- Council review, if any, is limited to assessing the procedural integrity of the Neutral Reviewer’s process, not the substance of the determination. Initial review, if any, is delegated to the Council’s Personnel Committee, which may, at its discretion, hear or decline to hear the appeal and/or recommend further review by the full Council. Both the Committee’s and Council’s review is discretionary and not automatic.

Step.9;Appeal.for.Procedural.Review.-.Personnel.Committee

- An employee may submit a written appeal requesting procedural review to the Council’s Personnel Committee within **7 business days** of receiving the final written determination, **unless this time limit is extended for good cause.**
- Appeals must be in writing and must clearly identify the **specific procedural issue(s)** alleged.
- This submission shall be made through the City Clerk, who will immediately forward it to the Committee’s members and, if directed by the Committee’s Chair, schedule the appeal to be considered by the Committee **within 10 business days** of receipt.

Threshold for Review

- Appeals may be accepted only where the employee makes a credible showing of a material procedural error, such as a failure to follow required procedures or apply governing policies in a way that could reasonably have affected the fairness or integrity of the grievance process.
- Mere disagreement with findings, conclusions, or outcomes does not constitute grounds for procedural review.

Standard of Review

- Procedural review is limited to determining whether the grievance process was conducted in substantial compliance with applicable law, policy, and adopted procedures, and whether the decision-making authority acted within the scope of its assigned role, without arbitrariness or procedural unfairness.

Personnel Committee Review Scope

The Personnel Committee’s review is discretionary and based solely on the written record.

The Committee **may** decline review, concluding the grievance process.

If the Committee agrees to review, it **may**:

- Confirm that required procedures were followed
- Recommend remand for correction of identified procedural deficiencies

- Recommend referral to the full Council for further procedural review

The Personnel Committee **may not:**

- Reweigh evidence or reassess credibility
- Substitute its judgment for that of the decision-maker
- Modify or impose discipline
- Direct departmental operations

The Personnel Committee shall issue its determination to all parties in writing **within 15 business days** of receiving the employee's written appeal. In the event that the Committee recommends hearing of the appeal by full Council, this recommendation shall constitute the entirety of its determination.

Step.0;Full.Council.Procedural.Review.

Full Council review will usually occur only upon recommendation of the Personnel Committee. Like the Committee's review, Council review is discretionary (i.e., optional) and limited to procedural matters.

In conducting any review, Council shall apply the same standard of review used by the Personnel Committee and shall be bound by the same limitations.

Council may:

- Affirm the grievance process
- Remand the matter for procedural compliance

Council may not:

- Conduct hearings
- Substitute managerial judgment
- Direct departmental operations

Council action, if any, is final and limited strictly to procedural issues. If Council elects to make a procedural review, it shall do so **within 15 business days or at its next regular meeting, whichever is later**, in compliance with notification requirements of the Open Governmental Proceedings Act.

##

Step	Responsible Party	Action / Description	Business Days	Notes
1	Department Administrator	Receive grievance	N/A	Employee must submit within 7 days of event / knowledge
1	Department Administrator	Investigate & issue written decision	10	Draft routed to HR for pre-communication review
2A	Human Resources	Pre-communication review (normal grievance)	5	Ensures compliance with policies, procedures, and law
2B	HR / Mayor	Confirm completeness & refer to neutral reviewer	3	Extensions allowed for conflict or counsel availability, documented in writing
2B	Neutral Reviewer	Investigate & issue written determination	20	Determination provided to employee, administrator, HR; Council may review for procedural issues
3	Employee	Submit appeal to Personnel Committee, via the City Clerk	7	Only for material procedural errors
3	Personnel Committee / City Clerk	The Personnel Committee meets to consider the appeal	10	Discretionary; at direction of Committee Chair, Clerk makes necessary arrangements for the appeal to be heard
3	Personnel Committee	Review & issue recommendation	15	Discretionary; may recommend full Council review
4	Council	Procedural review & action	15 or next regular meeting, whichever is later	Applies same standard as Personnel Committee; discretionary; limited to procedural matters



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 2, 2026
Section:	New Business
Category:	Presentation
Agenda Item Name:	Overtime usage
Recommended By:	City Treasurer
Summary:	The Treasurer will present her monthly report concerning overtime usage by city departments.
Fiscal Impact:	n/a
Recommendation:	Review, discuss, and consider next steps
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 2, 2026
Section:	New Business
Category:	Presentation
Agenda Item Name:	FY 2027 Health Insurance Discussion
Recommended By:	City Treasurer
Summary:	See attached memo.
Fiscal Impact:	TBD
Recommendation:	Consider for next steps
Attachments:	<ol style="list-style-type: none"> 1. Personnel Memo - PEIA costs - 1-30-26 2. Health Insurance & HSA Info - 2026_02_02



City of Elkins

Ph. 304-636-1414 ext. 1317 Fax: 304-635-7135

401 Davis Avenue, Elkins, WV 26241

City Treasurer – Tracy R. Judy

MEMO

January 30, 2026

The spreadsheet is showing projected cost with PEIA increases for FY2027 and the same HSA contributions as this current year. I have broken this down by fund and by department in the General Fund. At the bottom of the spreadsheet is the annual cost per employee category.

	Single	\$7,002.36	Emp/Child	\$10,578.72	Family	\$14,714.64	Single HSA	\$2,272.00	Emp/Child HSA	\$4,544.00	Family HSA	\$4,544.00	Total Ins & HSA
General Fund													
Mayor	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
Council	2	\$14,004.72	0	\$0.00	1	\$14,714.64	2	\$4,544.00	0	\$0.00	1	\$4,544.00	\$37,807.36
Treasurer	1	\$7,002.36	0	\$0.00	2	\$29,429.28	1	\$2,272.00	0	\$0.00	2	\$9,088.00	\$47,791.64
Clerk	1	\$7,002.36	0	\$0.00	1	\$14,714.64	1	\$2,272.00	0	\$0.00	1	\$4,544.00	\$28,533.00
Judge	0	\$0.00	0	\$0.00	1	\$14,714.64	0	\$0.00	0	\$0.00	1	\$4,544.00	\$19,258.64
Custodial	1	\$7,002.36	0	\$0.00	1	\$14,714.64	1	\$2,272.00	0	\$0.00	1	\$4,544.00	\$28,533.00
Bldg Inspector	0	\$0.00	1	\$10,578.72	0	\$0.00	0	\$0.00	1	\$4,544.00	0	\$0.00	\$15,122.72
Public Works	0	\$0.00	0	\$0.00	0.75	\$11,035.98	0	\$0.00	0	\$0.00	0.75	\$3,408.00	\$14,443.98
Police	6	\$42,014.16	0	\$0.00	9	\$132,431.76	6	\$13,632.00	0	\$0.00	9	\$40,896.00	\$228,973.92
Police Admin	1	\$7,002.36	0	\$0.00	0	\$0.00	1	\$2,272.00	0	\$0.00	0	\$0.00	\$9,274.36
Street	4	\$28,009.44	0	\$0.00	6	\$88,287.84	4	\$9,088.00	0	\$0.00	6	\$27,264.00	\$152,649.28
Central Garage	0	\$0.00	0	\$0.00	2	\$29,429.28	0	\$0.00	0	\$0.00	2	\$9,088.00	\$38,517.28
Human Resources	1	\$7,002.36	0	\$0.00	1	\$14,714.64	1	\$2,272.00	0	\$0.00	1	\$4,544.00	\$28,533.00
	17	\$119,040.12	1	\$10,578.72	25	\$364,187.34	17	\$38,624.00	1	\$4,544.00	25	\$112,464.00	\$649,438.18
Parks													
	1	\$7,002.36	1	\$10,578.72	1	\$14,714.64	1	\$2,272.00	1	\$4,544.00	1	\$4,544.00	\$43,661.72
	1	\$7,002.36	1	\$10,578.72	1	\$14,714.64	1	\$2,272.00	1	\$4,544.00	1	\$4,544.00	\$43,661.72
Fire													
	2	\$14,004.72	3	\$31,736.16	4	\$58,858.56	2	\$4,544.00	3	\$13,632.00	4	\$18,176.00	\$140,951.44
	2	\$14,004.72	3	\$31,736.16	4	\$58,858.56	2	\$4,544.00	3	\$13,632.00	4	\$18,176.00	\$140,951.44
Water													
	4.25	\$29,760.03	0	\$0.00	8.25	\$121,395.78	4.25	\$9,656.00	0	\$0.00	8.25	\$37,488.00	\$198,299.81
	4.25	\$29,760.03	0	\$0.00	8.25	\$121,395.78	4.25	\$9,656.00	0	\$0.00	8.25	\$37,488.00	\$198,299.81
Sewer													
	3.25	\$22,757.67	0	\$0.00	5.25	\$77,251.86	3.25	\$7,384.00	0	\$0.00	5.25	\$23,856.00	\$131,249.53
	3.25	\$22,757.67	0	\$0.00	5.25	\$77,251.86	3.25	\$7,384.00	0	\$0.00	5.25	\$23,856.00	\$131,249.53
Sanitation													
	5.25	\$36,762.39	0	\$0.00	4.50	\$66,215.88	5.25	\$11,928.00	0	\$0.00	4.50	\$20,448.00	\$135,354.27
	5.25	\$36,762.39	0	\$0.00	4.50	\$66,215.88	5.25	\$11,928.00	0	\$0.00	4.50	\$20,448.00	\$135,354.27
		\$229,327.29		\$52,893.60		\$702,624.06		\$74,408.00		\$22,720.00		\$216,976.00	\$1,298,954.95
													Grand Total
													\$1,298,948.95

Annual Costs
Per Employee
Emp & HSA \$9,274.36
Emp/Child(ren)&HSA \$15,122.72
Family \$19,258.64



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 2, 2026
Section:	New Business
Category:	Presentation
Agenda Item Name:	NeoGov implementation update
Recommended By:	Committee Chair
Summary:	The HR Director provides the attached update concerning implementation of NeoGov.
Fiscal Impact:	TBD
Recommendation:	Review presented information
Attachments:	1. NeoGov Update

MEMORANDUM

To: Personnel Committee

From: Interim Director of HR

Re: NeoGov Update

Date: January 30, 2026

Purpose

This memo provides an update to the Committee's request for a written NeoGov update. The goal is to provide answers to questions that may be presented by the committee and provide a status update regarding the implementation of the NeoGov Human Resource Information System (HRIS).

Background

The following questions/concerns were forwarded from the Committee to the City Clerk, who then forwarded on to the Interim Director of HR:

- **What is the current status of work with NEOGOV (for example, is work underway, paused, or waiting on further direction or decisions)?** Work within the payroll implementation portion of NeoGov has been paused per the direction of the personnel committee while waiting on additional information to address concerns presented at the 1/5/26 committee meeting. The time and attendance portion of NeoGov is directly tied to the payroll portion and is paused as well. Work, updates, and testing continues within the Core HR portion of the system.
- **Where do things currently stand with the payroll and timekeeping setup overall? What work has been completed, what still needs to be done, and are there any obstacles where additional guidance or help would be useful?** Once the decision is made to move forward with the payroll implementation, updates and testing will be completed with an expected go-live of April 2026. Time and attendance will need a full discovery session, with an expected go-live of 45 days following that session. The only obstacle at this point is the approval to move forward with payroll services and vendor payments.
- **What is the expected timeline for completing payroll setup? What major steps or decision points remain, and what actions, if any, might be needed from the Committee or Council?** With the delay from the committee coming out of the 1/5/26 meeting, payroll go-live will

most likely be delayed until April 2026. The probability of a go-live by the beginning of the 2/9 pay period is unlikely. NeoGov services will not permit a go-live during the final month of any quarter, which would automatically delay the go-live until April. Again, the only thing holding up moving forward is the decision from the committee to move forward with payroll and vendor services.

- **What is the expected timeline for completing timekeeping setup? What major steps or decision points remain, and what actions, if any, might be needed from the Committee or Council?** Time and attendance should be able to go-live around 45 days of the discovery session completion. Again, this is directly tied to payroll, and a decision must be made regarding that before moving forward with time and attendance.
- **What payroll testing has been completed so far, and what testing still needs to occur before payroll can go live?** Most of the payroll testing has been completed. Once the decision is made to move forward, the NeoGov team will complete these remaining items that need set up and final testing will be completed before go-live.
- **What other testing has been completed to date?** Testing and updates have been ongoing within both Payroll services and Core HR. Final testing with these systems will be prior to Payroll go-live, with ongoing updates taking place within the system.
- **What is the planned approach for timekeeping (for example, employees using computers or using physical time clocks)? If the plan to use the computers purchased in 2025 has changed, please describe the current plan and why it changed. What assistance or coordination with other departments is necessary to ensure readiness of the timekeeping hardware?** The plan at this time is to move forward with using the computers that were previously purchased for timekeeping use. Once time and attendance is set-up, the computers will be placed in desired locations, and training for employees will take place.
- **What actions or decisions does HR expect to request from the Committee or Council in the near future, if any?** The only decision that is pending at this time is regarding payroll and vendor services. I do not foresee any additional hang-ups within the process, but any issues will be addressed with the committee should they arise.

- **Because payroll connects closely with the City’s financial systems and bank accounts, coordination with the Treasurer and other staff is important. Please describe how this coordination is being handled and identify any remaining questions that need to be resolved.** Once the decision is made by the committee to move forward with payroll and vendor services, weekly meetings involving the payroll go-live will commence. Tracy will be included in meetings revolving payroll and financial services moving forward.

Next Steps

Once the decision is made to move forward with payroll and vendor services, we will move forward with the implementation process of all purchased services, including time and attendance, training and development, and an Applicant Tracking System (ATS).