



# City of Elkins

## Personnel Committee Meeting

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March 31, 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. **Minutes**
  - a. Proposed minutes for the meeting of March 3, 2026
3. **New Business**
  - a. Consideration of applicants for HR Generalist vacancy
  - b. Next steps on city classification and compensation project
4. **Adjournment**



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	March 31, 2026
<b>Section:</b>	Minutes
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed minutes for the meeting of March 3, 2026
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	Minutes proposed for the referenced meeting
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Consider for approval
<b>Attachments:</b>	1. Personnel Committee - 2026_03_03 - minutes_proposed

# PERSONNEL COMMITTEE MEETING MINUTES

*Phil Gainer Community Center  
142 Robert E. Lee Ave. Ext.  
March 3, 2026  
1:00 p.m.*

Present were members: C. Thompson (chair), C. Kerns, & L. Severino (via Teams).

Also present were: Mike Kesecker (operations manager), Gerry Roberts (city attorney, via Teams), Tracy Judy (treasurer), Travis Bennett (police chief), Sutton Stokes (city clerk), Wes Lambert (chief water operator), and Mikayla Goins (executive secretary).

## MINUTES

Thompson **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF FEBRUARY 2, 2026.** The motion carried.

## NEW BUSINESS

### a. HR hiring

Martin provided a written report on the HR hiring process. The Committee determined to begin the interview process on the afternoon of March 13 with a back-up date of March 20.

### b. NeoGov update

Martin provided a written report on NeoGov implementation.

Kerns **MOVED THAT COUNCIL ENTER EXECUTIVE SESSION WITH STOKES, BENNETT, JUDY, KESECKER, LAMBERT AND ROBERTS FOR THE AGENDA ITEM “NEOGOV UPDATE.”.** The stated exemption was for matters arising from the employment, etc. of an individual, as allowed under WVC §6-9A-4 (b) (2) (A). The motion carried. The executive session began at 1:37 p.m. and ended at 2:01 p.m. The chair announced that no decisions were made and no actions were taken.

### c. Classification and compensation update

Martin provided a written report on the Classification and compensation process.

Kerns **MOVED A DEADLINE OF MARCH 20 FOR MARTIN PROVIDE THE COMMITTEE BY EMAIL A COMPLETE DRAFT OF THE CLASSIFICATION AND COMPENSATION PLAN.** The motion carried.

**d. FY27 PEIA funding level**

There was no new information.

**e. Overtime usage**

No information was presented.

**f. Appointment of city attorney**

Severino MOVED TO RECOMMEND THAT COUNCIL REAPPOINT **G. ROBERTS AS CITY ATTORNEY FOR A ONE-YEAR TERM TO COMMENCE APRIL 1.** The motion carried.

The meeting adjourned at 2:17 p.m.

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Name & Title

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Signature



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	March 31, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Consideration of applicants for HR Generalist vacancy
<b>Recommended By:</b>	Committee
<b>Summary:</b>	This agenda item allows discussion of interviewed HR Generalist candidates and decision on recommendations to council, if any, or other next steps. The City Charter assigns this committee the responsibility of "reviewing applications for primary staff positions recommended by the Mayor and making hiring recommendations to Council."
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	TBD after review of candidates.
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	March 31, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Next steps on city classification and compensation project
<b>Recommended By:</b>	Administrative Officers
<b>Summary:</b>	The committee is requested to review progress on the city classification and compensation project and consider contracting with Align-HR as described in the attached proposal.
<b>Fiscal Impact:</b>	Align-HR proposal: \$2,190 to \$7,670, depending on proposal components selected.
<b>Recommendation:</b>	TBD after review of progress
<b>Attachments:</b>	1. Align-HR Proposal - Compensation

To: Tracy Judy, Treasurer – City of Elkins

From: Lenny Hannigan, Operations Administrator and Business Advisor – AlignHR, LLC

Date: February 3, 2026

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Tracy,

Thank you for the opportunity to provide the following proposal. Because the City is a client and because we are somewhat familiar with your structure, we can apply discounts and options for accomplishing the steps required for a complete compensation plan.

Specifically, the City may designate qualified employees to perform some or all of the steps (beginning on page 3) marked with a **red asterisk (\*)**, and contract with AlignHR, LLC to be an advisor only.

As you review the components below and the steps beginning on page 3, you will see that the process requires significant input from City staff. Based on our experience with other municipalities, the minimum engagement would be biweekly meetings for at least six months, which includes anticipated meetings with City Council members. Then, depending upon what components the City desires AlignHR to complete the cost would run between \$2,190 (HR Advisory and update the compensation model we reviewed) and \$7,670. Please review the components and let us know what the City will handle. We will provide a more specific quote.

Below are the **core components of a municipal compensation plan**, grounded in West Virginia–specific statutes and municipal HR documents that outline how cities must structure pay, benefits, classifications, and policies.

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## **Key Components of a Municipal Compensation Plan**

### **1. Salary Structure (Base Pay)**

A municipal compensation plan must include clearly defined **salaries for every municipal officer and employee**, set formally **by ordinance**, as required by **WV Code §8-5-12**.

This includes:

- Fixed salary rates
  - Restrictions on changing officer salaries during their term
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### **2. Job Classification System**

WV municipal personnel manuals (e.g., Fairmont and Clarksburg) include **classification plans** that define roles, responsibilities, and pay levels for each job category.

A classification system typically includes:

- Job titles
  - Job descriptions
  - Pay grades
  - Criteria for promotion, reclassification, and transfers
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### **3. Pay Plan / Pay Ranges**

Municipal handbooks outline structured **pay plans**, often including:

- Salary ranges for each classification
  - Step systems or banding models
  - Rules governing pay adjustments (merit, COLA, tenure)
- These are part of formal municipal “pay plans” documented in city personnel regulations.
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### **4. Benefits Package**

Compensation also includes employee benefits defined in municipal HR policies such as:

- Health, dental, and vision insurance
- Retirement systems and pension plans
- Disability coverage
- Insurance incentive programs

These are detailed in WV municipal employee handbooks (e.g., Clarksburg, Bridgeport).

WV Code further authorizes municipalities to grant **paid leave and personnel incentives** as part of compensation.

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### **5. Leave Policies**

Leave components typically include:

- Paid vacation and sick leave
- Family and Medical Leave Act provisions
- Military, jury duty, and bereavement leave

Municipal handbooks outline leave categories extensively.

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### **6. Overtime, Longevity, and Premium Pay**

Municipal policies (e.g., Clarksburg’s wage and salary administration section) include:

- Overtime rules
  - Longevity pay
  - Compensatory time
  - Specialty pay (e.g., certifications, hazard pay)
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## 7. Personnel Management Incentives

WV Code gives municipalities authority to include performance-based incentives and personnel management benefits in compensation plans.

Examples include:

- Performance bonuses
  - Educational assistance incentives
  - Paid administrative time
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## 8. Payroll Administration and Deductions

Compensation plans must define:

- Payroll schedules
  - Permitted deductions
  - Prohibited deductions (e.g., union dues cannot be automatically deducted unless under specific collective bargaining conditions) per WV Code §8-5-12.
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## 9. Policies on Hiring, Promotion, and Advancement

Municipal HR manuals outline procedures related to compensation impact:

- Hiring and salary placement
  - Promotion and reclassification rules
  - Probationary periods
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## 10. Compliance and Ordinance Framework

Because WV law requires compensation to be set **by ordinance**, a complete plan must include:

- The formal salary ordinance
  - Any related implementing policies or amendments
- WV Municipal League's handbook emphasizes ordinance procedures and municipal powers.

## Steps for Creating a Compensation Plan for a West Virginia Municipality

### 1. Understand the Legal Requirements\*

A compensation plan in West Virginia must comply with **WV Code §8-5-12**, which requires:

- The governing body to **fix the salary or compensation of every municipal officer and employee by ordinance.**
- No officer's salary may be changed during the officer's term.
- Authority to provide paid leave, incentives, and other personnel benefits.

Review any relevant local ordinances (e.g., municipal code Article 165 in WV cities). These ordinances reiterate the requirement for councils to set staff compensation via ordinance.

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## **2. Analyze Current Organizational Structure & Job Classifications\***

- Review existing **job descriptions, classifications, and pay structures** to ensure they reflect actual duties.
  - WV municipal handbooks (e.g., City of Clarksburg, City of Bridgeport, Fairmont Personnel Rules) provide examples of classification plans and pay administration sections.
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## **3. Perform a Market Analysis / Salary Survey\***

- Compare wages with other WV municipalities of similar class size (Class I–IV), counties, and relevant public sector peers.
  - Use WV Municipal League resources (e.g., Municipal Handbook 2023) to understand typical structures and municipal roles.
  - Benchmark benefits (insurance, leave, pension participation) using statewide personnel guidelines.
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## **4. Assess Internal Equity\***

- Establish consistent pay ranges that align with job classifications.
  - Evaluate compression issues—especially common in police, fire, and public works.
  - Apply merit principles similar to those outlined in Fairmont’s personnel rules.
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## **5. Determine Pay Philosophy and Structure\***

Decide whether your compensation plan will emphasize:

- **Market competitiveness**
- **Internal equity**
- **Longevity-based increases**
- **Performance-based adjustments**

Municipal codes allow providing incentives, paid leave, and other personnel benefits as part of compensation.

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## **6. Build the Salary Ranges**

- Create steps or bands for each job classification.
- Ensure legislative compliance: **any salary adjustments must be enacted by ordinance**, particularly for officers.

- Consider benefits costs as part of total compensation (health, retirement, stipends, etc.), which are detailed in WV municipal handbooks.
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### **7. Draft Policies and Ordinances\***

Prepare:

- A formal **compensation ordinance** (required by WV law).
  - A written **compensation policy** covering:
    - Pay administration processes
    - COLA adjustments
    - Performance evaluations
    - Promotion, reclassification, and overtime rulesThese elements appear in typical WV city personnel handbooks.
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### **8. Engage Stakeholders\***

- Present the draft plan to council committees, department heads, and legal counsel.
  - Ensure union considerations are addressed if a collective bargaining agreement exists (noting limits on wage deductions in WV Code).
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### **9. Adopt the Plan via Municipal Ordinance\***

- Follow local ordinance adoption procedures per WV municipal governance requirements (see WV Municipal Handbook).
  - Publicly post or include it in employee handbooks.
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### **10. Implement, Communicate, and Train\***

- Update employee handbooks.
  - Train supervisors on evaluation, pay progression, and HR compliance expectations.
  - Examples of implementation guidance can be found in Bridgeport and Clarksburg employee handbooks.
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### **11. Review Annually\***

- Reassess economic conditions.
- Revisit pay ranges for competitiveness.
- Update via new ordinance if municipal officer salaries change (but **not during their active term**, per code).

**REFERENCES USED:****West Virginia Code**

1. **West Virginia Code §8-5-12 – Compensation of Officers and Employees**  
<https://code.wvlegislature.gov/8-5-12/>
  2. **West Virginia Code §8-5-12 (FindLaw version)**  
<https://codes.findlaw.com/wv/chapter-8-municipal-corporations/wv-code-sect-8-5-12/>
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**Municipal Codes and Local Ordinances**

3. **Point Pleasant, WV – Article 165: Compensation of Municipal Officers and Employees**  
<https://codelibrary.amlegal.com/codes/pointpleasantwv/latest/PointPleasant/0-0-0-5237>
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**Human Resources Guidance and Personnel Rules**

4. **WV Division of Personnel – Policies, Rules, and Guidelines**  
<https://personnel.wv.gov/rules/Pages/default.aspx>
  5. **City of Bridgeport – Employee Handbook (March 2023)**  
[https://www.bridgeportwv.gov/document\\_center\\_uploads/nb\\_2023-handbook-final.pdf](https://www.bridgeportwv.gov/document_center_uploads/nb_2023-handbook-final.pdf)
  6. **City of Clarksburg – Personnel & Administrative Policies & Procedures Manual (2024)**  
<https://www.cityofclarksburgwv.com/DocumentCenter/View/2227/2024-City-of-Clarksburg-Handbook-first-phase-amendment-FINAL>
  7. **City of Fairmont – Personnel Rules and Regulations (2023)**  
<https://www.fairmontwv.gov/DocumentCenter/View/2828/PERSONNEL-RULES-and-REGULATIONS-20221103>
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**WV Municipal Governance Resources**

8. **Municipal Handbook – WV Municipal League (2023)**  
<https://townofbathwv.gov/wp-content/uploads/2025/08/Municipal-Handbook-Fifth-Edition-2023.pdf>