



City of Elkins

Personnel Committee Meeting

May 11, 2023
12:00 PM
401 Davis Avenue
Council Chamber, 2nd Floor

AGENDA

- 1. Call to order and roll call**
- 2. Public comment**
- 3. Minutes**
 - a. Proposed minutes for the meeting of April 13, 2023.
- 4. New business**
 - a. Proposal to eliminate council approval of end of employee probationary period.
 - b. Human resources position.
- 5. Announcements**
- 6. Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 11, 2023
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of April 13, 2023.
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 11, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Proposal to eliminate council approval of end of employee probationary period.
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. memo - probationary employees - 2023_05_09

Memo

To: Elkins Common Council Personnel Committee

From: Sutton Stokes, City Clerk

Date: May 9, 2023

Re: Elimination of “probationary employee” category and related language from Personnel Policy

Currently, the city’s Personnel Policy defines a category of employee called “Probationary Employee.” This category refers to employees who will eventually be considered “Full Time Regular Employees” during their first 90 days of employment. There is currently a practice of submitting such employees for council approval after completion of these first 90 days. With this memo, I seek the committee’s support in recommending that council eliminate the category of “probationary employee” and, with it, any requirement for council approval.

Formerly, probationary employees received lower pay than would be received after council approval, but this practice was eliminated some years ago. Under the current policy, the only distinction between probationary and regular employees is that probationary employees are not allowed to use medical or annual leave (or personal days) until after the first 90 calendar days of employment. It seems unlikely that council would ever fail to approve the end of the probationary period. Meanwhile, full-time regular employees are at-will both during and after the probationary period and may be terminated at any time, with or without cause. So, why ask council to consider the matter at all?

I recommend that the policy be altered to eliminate “Probationary Employee” as a separate category of employee. Instead, the policy should be updated to simply state a rule to the following effect and with changed language throughout as implied by this rule:

“Full-time regular employees are prohibited from using medical leave, annual leave, or personal days until completion of all assigned workdays during the first 90 calendar days of employment.”

Another benefit of this change would be to eliminate possible confusion between regular employees in this “probationary” status and probationary civil-service employees, where a genuine distinction exists concerning employment status, termination process, etc.

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CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 11, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Human resources position.
Recommended By:	Clerk
Summary:	Request to reclassify HR Generalist as exempt, assign new salary.
Fiscal Impact:	
Recommendation:	Recommend council reclassify HR Generalist as exempt, assign new salary.
Attachments:	None