

PERSONNEL COMMITTEE

BYLAWS

I. NAME OF THE COMMITTEE

The name of the committee is Personnel Committee.

II. PURPOSE OF THE COMMITTEE

The purpose of the Personnel Committee shall be to work with city staff on administrative and personnel matters, including performance reviews, time sheets, employment agreement issues, and other human resource matters and other matters as assigned by the City Council.

III. COMMITTEE MEMBERSHIP

A. Members. The committee shall consist of two members – the mayor and a City Council member elected by the entire Council.

B. Terms. The mayor shall serve a two-year term beginning with the first meeting of the Council in January following an election year. The other Council member shall serve a one year term beginning with the first meeting in January. A Council member may serve more than one term.

AMENDED FEBRUARY 14, 2012

C. Resignation. The City Council member may resign from the committee by notifying the mayor or the deputy mayor in writing of the intent to resign. The resignation shall be effective upon receipt of the written notification, unless the member identifies a later date.

AMENDED FEBRUARY 14, 2012

D. Vacancy. In the event the mayor shall resign or a vacancy in the office of mayor is created, the deputy mayor shall serve in lieu of the mayor. If the deputy mayor is already on the committee, or another member shall resign or vacancy created, the City Council, including the member resigning from the Committee, shall elect another City Council member to fill a vacancy. In the event of a 2-2 vote among four council members, the mayor shall select the Council member to serve, or if the vacancy is created in the mayoral position, the deputy mayor shall select the new member. The new member shall serve the remainder of the term.

AMENDED FEBRUARY 14, 2012

IV. COMMITTEE MEETINGS

Either member of the Personnel Committee can call a meeting of the committee. Notice of all committee meetings shall be given at least three days in advance by posting on the City's webpage and by posting notice on the bulletin board outside city hall. The notice shall identify the topics to be discussed at the meeting. All meetings of the Personnel Committee shall be open to the public unless the committee is permitted to close the meeting under the Open Meeting Law. The committee shall describe the reason for closing any meeting to the public in the notice announcing the meeting.

AMENDED APRIL 10, 2012

V. COMMITTEE RESPONSIBILITIES

The Committee shall undertake the following responsibilities:

- Develop for City Council consideration personnel policies addressing hiring practices, grievance and discipline processes, benefits, work hours, and other personnel matters; review existing policies periodically.
- Provide staff with guidance establishing work priorities and implementing City Council decisions.
- Conduct performance reviews and recommend compensation adjustments to the City Council.
- Recruit and screen candidates and recommend new hires to the City Council whenever a staff vacancy shall occur.
- Draft employment agreements; review as part of performance reviews.
- Perform such other personnel matters as assigned by the City Council.

AMENDED FEBRUARY 14, 2012

VI. COMMITTEE AUTHORITY

The committee shall have no authority to bind the city but shall bring all decisions to the City Council for decision. The committee may recommend certain action to the Council.

VII. COMMITTEE CONTINUATION

The committee shall continue in existence until terminated by action of the Council.

VIII. COMPENSATION

Members of the Personnel Committee shall receive no compensation for their service on the committee.

IX. AMENDMENT OF BYLAWS

These bylaws may be amended at any time by action of the City Council.

****APPROVED April 12, 2011****

****AMENDED February 14, 2012****

****AMENDED April 10, 2012****