

**PERSONNEL COMMITTEE
MINUTES OF MEETING
January 19th, 2017
5:30 P.M.**

Present: Mike Jones, Lanny Parker, Derek Kennedy and John Watley. Also present were Charles Sawyer, Glenn Hutto and Lane Rugg

Mr. Jones called the meeting to order. Mr. Parker led the group in prayer.

Motion Mr. Parker, seconded Mr. Watley and declared adopted by unanimous vote to approve the agenda with two additions:

- 6 Update on the HR/Payroll Department**
- 7 Updating personnel policy on unexcused sick leave**

Motion Mr. Watley, seconded by Mr. Kennedy to approve the minutes of the December 6th, 2016 meeting. Motion carried unanimously.

Motion Mr. Kennedy, seconded by Mr. Parker to recommend to the jury to revise the current personnel policy to do away with the twenty-year cap on the .25 per hour merit raise. Merit raises will be awarded every five years.

Motion Mr. Kennedy, seconded by Mr. Watley to recommend to the jury that the Secretary/Treasurer's pay be increased by \$2,500 a year which is the amount that was agreed upon when she was hired.

The Secretary/Treasurer gave a brief update on the changes that have been made to the HR/payroll department. Amber Futch is now working in payroll as a payroll clerk.

Motion Mr. Parker, seconded by Mr. Watley to recommend to the jury that the sick leave policy be updated as follows: "Union Parish Police Jury employees are limited to two (2) days sick leave per year without a doctor's excuse. The two unexcused days cannot be taken the day before or after a holiday. Temporary employees shall not be entitled to sick leave".

There being no more business to come before the committee, Mr. Jones declared the meeting adjourned upon motion by Mr. Parker and duly seconded by Mr. Watley on this the 19th day of January, 2017.

Mike Jones, Chairman
Paula Strickland, Secretary/Treasurer