TOWN OF MARLINTON

Personnel Committee
January 25, 2024
Committee Meeting Minutes

Location: Municipal Building Break Room

Mayor Sam Felton called the meeting to order at 1:05 p.m.

Committee Members Present: Sam Felton, Mary K. Clendenen, Roger Trusler, and Star Barlow

Absent: None

The Committee discussed needed updates to the Town's Organizational Chart and existing Personnel Policy. Items discussed were:

holidays observed, eliminating the 90-day probationary period for employees whose status is changed from part-time to full-time, personal leave, cell phone usage, vacation leave accrual and maximum carryover, bereavement leave, lobby hours, and correcting some employees' titles and job descriptions to match changes previously made by Council.

The proposed updates will be presented to the Town Council at the regular April meeting for consideration.

As there was no further business, the Mayor adjourned the Committee Meeting at 2:35.

Sam Felton, Mayor

Mary K. Clendenen, Recorder and Personnel Committee Liaison