

**MINUTES OF THE WORK SESSION
OF THE MAYOR AND BOARD OF ALDERMEN
OF THE CITY OF STARKVILLE, MISSISSIPPI
DECEMBER 15, 2023**

Be it remembered that the Mayor and members of the Board of Aldermen met in a Work Session on Friday, December 15, 2023 at 11:00 a.m. in the second-floor conference room of City Hall located at 110 West Main Street, Starkville, MS. Present were Mayor D. Lynn Spruill, Alderwoman Sandra Sistrunk, Alderman Jeffrey Rupp, Alderman Hamp Beatty and Alderman Henry Vaughn, Sr. City Attorney Berk Huskison and City Clerk / CFO Lesa Hardin were also present.

Mayor Spruill opened the work session. The work session was properly noticed pursuant to Miss. Code Ann. §25-41-13 and a copy of that notice is included in the minutes. The work session was live streamed on Facebook. The public and media were welcomed and attended. The session is also available for viewing on the City website.

Human Resource Director and COO Navarrete Ashford and City Attorney Berk Huskison presented proposed changes and updates to the City Personnel Manual.

The Mayor and members of the Board discussed items on the upcoming December 19, 2023 agenda. Department Directors were available to answer questions related to the items. All agenda items were discussed.

SIGNED AND SEALED THIS THE 2nd DAY OF JANUARY, 2024.

MAYOR D. LYNN SPRUILL

Attest:

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LESA HARDIN, CITY CLERK/CFO



WORK SESSION

**CITY OF STARKVILLE, MISSISSIPPI
FRIDAY, DECEMBER 15, 2023
11:00 a.m.**

- A. CALL THE MEETING TO ORDER**
- B. UPDATE FROM HUMAN RESOURCE DIRECTOR / COO ON PERSONNEL
MANUAL UPDATES.**
- C. DISCUSSION OF THE AGENDA ITEMS FOR THE DECEMBER 19, 2023,
MEETING OF THE BOARD OF ALDERMEN FOR THE CITY OF
STARKVILLE.**
- D. ADJOURN MEETING**



**THERE WILL BE A WORK SESSION OF THE
MAYOR AND BOARD OF ALDERMEN ON
FRIDAY, DECEMBER 15, 2023**

**AT 11:00 AM IN THE STARKVILLE CITY HALL
LOCATED AT 110 WEST MAIN STREET
IN THE SECOND FLOOR CONFERENCE ROOM**

The public and media are invited to attend.

The City of Starkville is accessible to persons with disabilities. Please call the ADA Coordinator at (662) 323-2525 ext. 3119, in advance for any services requested.



Nav Ashford
COO/Human Resource Director

THE CITY OF STARKVILLE
Human Resource Management Department
CITY HALL, 110 West Main Street
STARKVILLE, MISSISSIPPI 39759

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Proposed Changes to the Current Manual

SECTION II – EMPLOYMENT

- Section II B. Page 10 - Replaced the current Harassment Policy with a more updated version. This proposed workplace harassment policy provides more detail on the complaint process, where to complain and our addressing of the complaint.
- Section II C. Page 12 - Added a Workplace Harassment Policy.
- Section II F. Page 14 - Removed elected officials from this section.
- Section II N. Page 23 - Replaced the current Drug and Alcohol Policy with a more updated version. This version covers everything we need in more detail.

SECTION III – EMPLOYEE BENEFITS

- Section III D. Page 31 – Updated the Tuition Assistance Program. We modified the grade scale.

SECTION V – COMPENSATION PLAN/ PAY PRACTICES

- Section V F. Page 41 - Updated the On-Call Pay Section. The current on call pay is \$120.00 and we are suggesting it move to \$240.00. Most of the locations are on call for the week and the current amount was outdated.

SECTION VI – LEAVE POLICIES

- Section VI E. Page 48 - Replaced the current FMLA Policy with a more updated version. This proposed policy is more thorough and speaks to most issues with FMLA.

SECTION VII – GENERAL POLICIES

- Section VII F. Page 50 - Replaced the current City Vehicle Policy with a more updated version. We feel like this version outlines more clearer expectations.

SECTION VIII – COUNSELING, DISCIPLINE AND GRIEVANCE PROCEDURES

- Section VIII D. Page 93 -Updated some of the language in the Miscellaneous section that states “ The Board may in its discretion suspend an employee without pay while a grievance is in the steps prior to the matter being placed on the Board agenda”.
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FIRE DEPARTMENT

- This complete section is revised. The Fire Departments current manual is outdated and was time for an updated version. The Fire Department will still maintain an operational manual. The Chief will be updating it as well.

CITY OF STARKVILLE ACKNOWLEDGMENT OF RECEIPT OF THE EMPLOYEE HANDBOOK

- Updated this section to discuss at will.

Sincerely

Nav Ashford

Nav Ashford
COO/Human Resource Director
The City of Starkville