



Personnel Policy Workshop

October 5, 2021

The Board of Aldermen/Alderswomen for the Town of Fremont, NC held a Personnel Policy Workshop at 12:30 p.m. on October 5, 2021. Present were:

W.Darron Flowers, Mayor
Joyce M. Artis, Mayor Pro-tem
Beatrice Jones, Alderswoman
Keith L. Spivey, Alderman
Leroy Ruffin, Alderman
Annie Lewis, Alderswoman

Also in attendance were Town Administrator Tony Howell and Town Clerk Shannon Daly.

Those not in attendance was Alderswoman Terry Futrelle.

Quorum Present: Yes

Call to Order

Mayor Flowers called the meeting to order at 12:30 p.m.

Alderman Spivey gave the invocation.

Alderswoman Lewis led all in attendance in the Pledge of Allegiance.

Mayor Flowers stated that the purpose of this workshop is to review the Personnel Policy.

The Board discussed the Personnel Policy and the following is the results:

Article I. Personnel Administration

- Page 1 – Section 2(a) - replace separate with terminate
- Page 1 – Section 2(b) – add Town Administrator has the authority to take disciplinary action in certain situations.
- Page 2 – Section 2(b) – replace separate with terminate
- Page 2 – Section 2(d) – replace with current EEO definition
- Page 3 – Section 2(h)(1) – change Section 12 to Section 8
- Page 3 – Section 2(h)(2&3) – need to determine what is part-time and full-time hours

- Page 4 – Section 2(h)(9) – take out normally and full-time

Article II. Position Classification Plan

- Page 4-7 – Mr. Howell is to get information on the classification plan

Article III. The Pay Plan

- Page 7-16 – Mr. Howell is to get information on the pay plan
- Page 16 – Section 14 – Change Thursday to Tuesday and Wednesday to Monday

Article IV. EEO. Recruitment and Employment

- Page 16-24 – Mr. Howell is to get information on EEO

Article V. Conditions of Employment

- Page 24 – Section 3 – take out everything except, “No employee of the Town shall accept any gift.”
- Page 25 – Section 6(a) – need to determine if wording needs changing
- Page 25 – Section 6(b) – add common law marriage
- Page 26 – Section 6(c) – take out strongly discouraged and add prohibited
- Page 26 – Section 7(a) – take out everything and re-word to state that it’s at the discretion of the Town Administrator
- Page 26-27 – Section 8 – Mr. Howell is to get information on sexual harassment

It was discussed that all Town employees will be randomly drug tested. Also, it was discussed that new hires will be required to have a drug test at their expense.

Mayor Flowers asked the Board to decide on a date and time for the next workshop. The Board agreed that the next workshop will be held on Tuesday, October 12th from 12:30 – 2:30.

Close Regular Board Meeting

Mayor Flowers asked for a motion to adjourn. Alderwoman Lewis made a motion to adjourn. Alderman Spivey seconded it. All were in favor and motion passed unanimously.

W. Darron Flowers, Mayor

Shannon L. Daly, Town Clerk