

**CITY COUNCIL WORKSHOP MEETING**  
**Monday, November 28, 2011**  
**7:00 p.m.**  
**Andover Central Park Lodge**  
**Minutes**

Members present:

Mayor Ben Lawrence, City Council Members Caroline Hale, Clark Nelson, Sheri Geisler, Dave Tingley, Byron Stout IV, and Troy Tabor.

Others in attendance:

City Administrator Sasha Stiles, Director of Public Works and Community Development Les Mangus, Assistant City Administrator Jennifer McCausland, Police Chief Mike Keller, Fire Chief Jim Shaver, City Attorney Norman Manley, Administrative Services Director Donna Davis and City Clerk Susan Renner.

Guests: n/a

**Mayor Ben Lawrence called the meeting to order at 7:04 p.m.**

**Employee vacation policy**

Mayor Lawrence stated this item was removed from the November 8 council meeting for further discussion. Staff is requesting direction to amend the current policy.

A motion was made by Council Member Nelson, seconded by Council Member Geisler, at 7:05 p.m. to go into executive session for 30 minutes to discuss the employee vacation policy and to include all present. Motion carried 6/0.

A motion was made by Council Member Geisler, seconded by Council Member Tabor, at 7:35 p.m. to come out of executive session. Motion carried 6/0.

Council Member Nelson stated after reading the current policy he did not want the Council to draw a conclusion with information he had stated earlier. He added after discussing and clarifying the policy he believes it needs to be changed.

Sasha Stiles presented a brief synopsis of the proposed changes.

After discussion the Council directed staff to make the following changes to the proposed policy: the minimum number of vacation hours taken at one time will be one (1); vacation hours are to accrue each pay period; a new employee will be eligible to use vacation time beginning with the 13<sup>th</sup> pay period; employees with a balance greater than 150% (maximum vacation balance) will not receive additional vacation time until they are below that level; and to change the word probation to training.

Staff will bring a revised proposed vacation policy to the next City Council meeting for consideration.

A motion was made by Council Member Geisler, seconded by Council Member Tabor, at 8:52 p.m. to adjourn. Motion carried 6/0.

Respectfully Submitted by

Susan Renner

City Clerk

Approved this 13<sup>th</sup> day of December, 2011 by the City Council, City of Andover.