



# Town of Clifton

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CLIFTON, ARIZONA 85533

## Personnel Committee

December 12, 2016

## Minutes

Members present:

Chairman Felix Callicotte

Tony Ortega, Parks Director

Amanda Severin, Court Clerk

Ruben Campos, Laborer, Parks Department

Bobby Pollock, Volunteer Firefighter / Member of public

Chairman Callicotte called the meeting to order at 11:01am.

### I. Approval of the March 7, 2016 meeting minutes

Tony Ortega moved to accept the minutes as presented. The motion was seconded by Bobby Pollock. All members voted in favor.

### II. Welcome Ruben Campos, 2nd Staff Representative

Chairman Callicotte welcomed Ruben Campos, Laborer, Parks Department as the 2nd staff representative on the committee.

### III. Discussion and/or action related to recommending changes to the Town of Clifton Personnel Policy

The committee reviewed Section 6 of Rule V which calls for all town employees hired after August 10, 1995 must reside within a 15-mile radius of town limits. Bobby Pollock made a motion to recommend to the town council removal of this section. Ruben Campos seconded the motion, and all members voted in favor.

Other issues reviewed included potential conflicts of interest related to nepotism. The merit system of pay was reviewed. The social media policy for regulating use of the town's Facebook and other social media pages, and a policy related to the use of the laptops/tablets issued to the town council were discussed. It was determined that these items can be placed into Rule XXIII since they have already been approved by council.

The committee also discussed a proposed drug and alcohol policy provided by the attorney. Members also discussed the possibility of instituting a dress code.

### IV. Adjourn

Tony Ortega moved to adjourn the meeting. The motion was seconded by Amanda Severin. All members voted in favor, and the meeting was adjourned at 12:07pm.

*Submitted by Ian McGaughey, Town Manager*