



General Government & Social Services

May 1, 2018

Summary and Motions

Chair Lamb called the meeting to order at 1:04 p.m. Committee members Evans, Kay, Moloney, J. Brown, Smith, Farmer, F. Brown, and Henson were present. Committee member Stinnett was absent. Council Member Plomin was also in attendance as a non-voting member.

I. Approval of April 10, 2018 Committee Summary

A motion was made by CM F. Brown to approve the April 10, 2018 General Government & Social Services Committee Summary, seconded by CM Farmer. The motion passed without dissent.

II. 2018 Employee Handbook

Nicole Rodriguez with the Division of Human Resources (HR) provided the presentation. She explained the process to revise the employee handbook, highlighting it was last revised in 2003 and their goal to roll it out to all employees in June. She reviewed the items that are new to the employee handbook and to LFUCG, including information about the Dr. Samuel Brown Health Center, SPOKE awards, exit interviews, hyperlinks, branding and logo standards, and a list of authorities. She pointed out various ways employees can navigate the pdf version of the handbook, including bookmarks and the search engine, highlighting the user friendly layout. She reviewed the communication and distribution plan, including how the handbook will be accessible to employees, emphasizing that it will be available on lexingtonky.gov and therefore available 24/7.

CM Evans said she appreciates the work that has gone into this, particularly that it will be available on the city's website. She asked what the process is to have an issue with the handbook addressed or changed. Rodriguez explained what happens when a CAO policy is updated and that people with comments or concerns should simply contact HR. She also noted the HR customer service email address.

CM Lamb asked whether signed acknowledgements of receipt would be collected from all employees and Rodriguez confirmed that is their plan. CM Lamb asked about policies and procedures within divisions and whether they would be made available internally to employees, pointing out that this might be something we work on in the future for further transparency. Rodriguez explained there is no plan right now to do this but that HR does review policies and procedures for divisions so it is possible.

No further comment or action was taken on this item.

III. Items Referred to Committee

A motion was made by CM Farmer to remove the Fair Labor Standards Act, changes to exemptions item from committee, seconded by CM Evans. The motion passed without dissent.

A motion was made by VM Kay to remove the 2018 employee handbook item from committee, seconded by CM Evans. The motion passed without dissent.

A motion was made by VM Kay to adjourn, seconded by CM F. Brown. The motion passed without dissent.

The meeting adjourned at 1:29 p.m.

HA
5/3/2018