

MINUTES OF THE RECONVENED SELMA CITY COUNCIL MEETING HELD ON TUESDAY, JANUARY 15, 2002

The Selma City Council met in a reconvened session in the Council Chambers of City Hall on Tuesday, January 15, 2002 at 8:30 p.m with the following members present: President George P. Evans and Council members Rita S. Franklin, Jean T. Martin, Nancy G. Sewell, Samuel Randolph, Benny L. Tucker, Bennie Ruth Crenshaw, and James Durry. Others present were Mayor James Perkins, Jr., City Attorney Jimmy Nunn and Personnel Director Val Jones. Councilwoman Rita S. Franklin and City Attorney Jimmy Nunn were appointed to take the minutes for this session. The City Clerk had been dismissed.

President Evans stated the Council recessed into an Executive Session where the good name and character of certain persons were discussed. President Evans called the meeting back to order and the floor was opened for the discussion of business.

IX. RESOLUTION – ANNUAL LEAVE PAY UPON SEPARATION

Personnel Director Val Jones stated there has been some confusion about annual leave being taken in conjunction with separation. Ms. Jones recommended the Council adopt a resolution stating that upon separation from employment, in good standing, an employee can be paid for a maximum of eighty (80) hours of annual leave. Ms. Jones also recommended the resolution states once an employee submits a letter of resignation and/or retirement letter, he or she will not be allowed to take any vacation leave in conjunction with separation from employment. A motion was made by Councilwoman Sewell and seconded by Councilwoman Crenshaw authorizing the adoption of a resolution authorizing the payment of a maximum of eighty hours of annual leave upon separation in good standing and prohibits taking leave once a letter of resignation or retirement has been submitted. Councilwoman Crenshaw seconded the motion and the motion passed with a majority vote of the Council. There were seven affirmative votes and one negative vote. Councilman Tucker cast the negative vote. Ms. Jones stated she would prepare a letter for each department head to inform them of the contents of this resolution.

X. REQUEST FOR REIMBURSEMENT OF ANNUAL LEAVE PAYMENTS

Personnel Director Val Jones informed the Council that former City Treasurer Jimmy Abbott had been paid annual leave in the amount of \$6,259.83 since her separation. Ms. Jones stated after carefully reviewing the Personnel Rules and Regulation she feels this payment is inaccurate and in violation of said rules. Ms. Jones stated a continuance of this payment would place the City of Selma in a position to have to make unlimited annual leave payments to other city employees. After a brief discussion, Attorney Nunn was instructed to write Mrs. Jimmy Abbott a letter informing her that the annual leave payments she were receiving were in error and would cease. The letter would also request Ms. Abbott repay the City of Selma \$6,259.83 for annual leave and holiday leave paid that she was not entitled to. A motion was made by Councilwoman Crenshaw and seconded by Councilwoman Martin authorizing Attorney Nunn to seek repayment of leave payments from Jimmy Abbott. The motion passed with a majority vote of the Council. There were seven affirmative votes and one negative vote. Councilman Tucker cast the negative vote.

XI. CORRECTION OF ASSISTANT FIRE CHIEF SALARY

Personnel Director Val Jones informed the Council that an adjustment in the pay of the Assistant Fire Chief's salary was necessary due to the salary being paid to the Battalion Chiefs. After a brief discussion, a motion was made by Councilwoman Sewell to ratify, affirm and approve the corrected salary of the Assistant Fire Chief to equal \$38,771.20 annually. Councilwoman Crenshaw seconded the motion and it passed with a majority vote of the Council. There were seven affirmative votes and one negative vote. Councilman Tucker cast the negative vote.

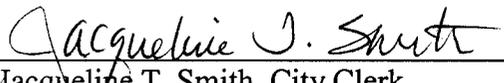
There being no further business to come before the Council, on motion made and duly seconded, the Council voted by a unanimous consent to adjourn at 8:35 p.m.



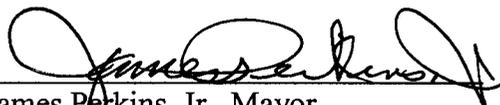
George P. Evans, President

ATTEST:

APPROVED:



Jacqueline T. Smith, City Clerk



James Perkins, Jr., Mayor

MEMORANDUM

To: All Department Heads
From: Valeria Jones, Personnel Director
Re: Use of Annual Leave in Conjunction with Separation from Employment
Date: January 16, 2002

Please inform your employees that the City Council voted on Tuesday, January 15, 2002 to adopt a policy governing the use of vacation leave upon separation from employment with the City of Selma.

The maximum number of hours to be paid to an employee who leaves in good standing is eighty (80) hours of annual leave, except for fire personnel who can receive pay for a maximum of 112 hours. Any holidays accrued and not used will also be paid at separation.

Employees who wish to leave in good standing must file a written resignation giving at least a two-weeks' advance notice. **Once an employee submits a letter of resignation and/or a retirement letter, he or she will not be allowed to take any vacation leave in conjunction with separation from employment.** If an employee is absent during this period, such absence(s) will either be charged against annual leave or, in the case of an hourly employee, his or her pay will be docked.

If further information is needed, please contact the Personnel Office.

James Perkins, Jr., Mayor

Valeria Jones, Personnel Director

January 24, 2002

Ms. Jimmie Abbott
107 – 13th Street NE
Cullman, AL 35055

Dear Jimmie,

Based upon a further review of the City of Selma's policy governing the use of annual leave upon separation from the city, we have determined that your proper vacation entitlement was eighty (80) hours for a total amount of \$1788.40, and two holidays (Thanksgiving Day and the Day after Thanksgiving) for a total amount of \$357.70. You were not entitled to receive the additional 240 hours of vacation and the additional 5 holidays we paid you.

Therefore, the City of Selma is requesting that you refund the overpayment amount of \$5,365.38 for 240 hours of vacation leave and the \$894.25 overpayment amount for 5 holidays. Please submit your payment within the next 30 days to the City of Selma. If you desire to make other payment arrangements, please contact the City Treasurer.

We sincerely regret this error and any inconvenience we may have caused you.

Sincerely,

Valeria Jones
Personnel Director

cc: Jackie Smith, City Clerk/Treasurer
Bob Sanders, Finance Director