

**UNAPPROVED MINUTES**  
**Earlham City Council**  
**Human Resources Committee**  
**August 16, 2021**

The Earlham Human Resource Committee met on Monday, August 16, 2021, Earlham City Hall. Chairperson Swalla called the meeting to order at 6:30 p.m. and the following answered roll; Payne, Petersen, Swalla. Staff present: Clerk Hibbs. Also present: Council Member Fredericksen, Mayor Lillie.

1. Approval of Agenda

**Motion by Payne, second by Petersen, to approve agenda.**

**Roll: Ayes – unanimous. Motion passes.**

2. Discussion and possible recommendation of Resolution No. 21-38 Amending the Personnel Policy Manual for the City of Earlham, Iowa, Regarding PTO Payout.

Hibbs explained the Mayor was approached by an employee who has had a family emergency and is requesting an 80 hour payout of their PTO. She stated this cannot currently be done because it is not addressed on our Personnel Policy. Hibbs spoke with attorney Braland regarding this, and after touching on all of the aspects of our PTO, Braland said he felt the City could add this to the Personnel Policy. Council discussed positive and negative points of this issue. Consensus of Council to recommend Resolution No. 21-38 to the Council for approval.

3. Adjourn

**Motion by Petersen, second by Payne, to adjourn.**

**Roll: Ayes – unanimous. Motion passes.**

\_\_\_\_\_  
Chris Swalla, Chairperson

Attest: \_\_\_\_\_  
Mary Sue Hibbs, City Clerk