

# Home Rule Transition Committee (HRTC)

## Personnel Subcommittee

April 4, 2011, 7:30pm

Emergency Management Agency

185 Water Street, Wilkes-Barre, PA 18702

### Agenda

1. Call to order
2. Roll Call
3. Citizen comment (2minutes per citizen)
4. Approval of Minutes
5. Review of objectives/scope of work
6. Review of Allegheny personnel code to highlight essential and non-essential items for Luzerne County Code
7. Examine particular areas of code/policy that need redress, and Ordering of priorities with personnel code/policy that need completion first
  - a. Break up the work items to individual subcommittee members where applicable
8. Review/update of timeline for completion of Personnel Code Work
9. New Business
10. Adjournment

## **Personnel Code Subcommittee**

March 21, 2011

### **Bullet Minutes**

- The minutes from February 28, 2011 meeting were approved.
- Andrew Check, the Director of Human Resources in Luzerne County, spoke with our Subcommittee about union contracts and how the personnel code and personnel policy will relate to their contracts.
- The Liaison Subcommittee will take on most of the responsibility of interviewing county employees to make their responsibilities and duties more clear in order to develop an efficient and sustainable personnel code.
- A list of commonly asked questions and answers will be developed and placed on the webpage so the county employees and the public will be informed of changes and developments.
- The research done by the Kings College students was examined individually by the Subcommittee members and their reports were delivered to the rest of the Subcommittee, outlining the strong and weak points of each.
- The Kings College students will be given a list of potential problems in the Personnel Code and will develop reasonable solutions for each.
- It was decided that we will use Alleghany County as our Personnel Code template, and Luzerne County will be the Personnel Policy template.
- Next meeting will be on April 4, 2011 at 7:30pm.