

**MINUTES OF THE SPECIAL MEETING OF THE LAKE LURE TOWN COUNCIL  
HELD WEDNESDAY, MAY 23, 2007, 3:00 P.M. AT THE LAKE LURE MUNICIPAL  
CENTER**

**PRESENT:** Mayor Jim Proctor  
Commissioner Dick McCallum  
Commissioner Jeanine Noble  
Commissioner Russ Pitts  
Commissioner Chuck Watkins

H. M. Place III, Town Manager

**ABSENT:** N/A

**CALL TO ORDER**

Mayor Proctor called the meeting to order at 3:00 p.m.

**INVOCATION**

Commissioner McCallum gave the invocation.

**APPROVE THE AGENDA**

Commissioner McCallum made a motion to approve the agenda as presented. Commissioner Noble seconded the motion and the vote of approval was unanimous.

**REVIEW PAY AND CLASSIFICATION PLAN; PROPOSED AMENDMENTS TO THE PERSONNEL POLICY; AND ADOPT RESOLUTION NO. 07-05-23 AMENDING THE PERSONNEL POLICY OF THE TOWN OF LAKE LURE**

Town Manager Chuck Place introduced Susan Ennis with the MAPS group. Ms. Ennis was contracted through the North Carolina League of Municipalities to conduct the revised pay and classification study along with revised amendments to the personnel policy. Ms. Ennis gave a brief overview of the study which was conducted by Ms. Ennis and Pat Thomas. Ms. Ennis explained that the need for a study can recruit and retain employees. The higher classification codes means the position comes with greater responsibility. The grades are rarely found to be too high but if this happens there is no recommended decrease in pay since it is not through fault of the employee.

Ms. Ennis reported that almost every employee was interviewed to make sure how they perform their job and what they are responsible for in regard to title change. Ms. Ennis made a

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recommendation that the town use an open range salary schedule rather than using grades. Using the grade and step pay plan tends to get the figures off slightly from the table used in calculating increases. Most municipalities are tending to use pay performance increases rather than longevity. Ms. Ennis pointed out that the town employees receive an hour lunch break which is calculated as time worked. This is a benefit to employees but increases overtime. Take home vehicles are also a benefit to employees which are subject to call back but cautioned that because of the greater number of employees with take home cars versus employees that do not have a take home car and gasoline compensation, the greater the risk of lowering employee morale because it is a benefit for most departments.

Ms. Ennis reported there are a couple of positions, town clerk and detective/sergeant, which were listed as exempt (no overtime) and the MAPS Group recommended these two positions be classified as non-exempt (hourly) according to FLSA standards. The position of the public works director was listed as non-exempt and the MAPS Group recommended to change this position to exempt.

Ms. Ennis discussed overtime and the fact that the town provides a paid hour for lunch which is calculated into work time for overtime purposes. Ms. Ennis also reported that exempt employees should not be paid any type overtime. To do so could jeopardize the town's FLSA exemption. You may allow comp time in the form of regular time and not time and a half for anything over a 40 hour work week. Non-exempt (hourly) employees are to be paid at a straight time rate for hours up to the FLSA established limit for their positions (usually 40 hours in a seven consecutive day work period; 171 hours for police and 212 for fire personnel in a 28 day cycle). Normal work hours for administration are 8:30 a.m. until 4:30 p.m. Employees can be requested and may be required to work overtime hours as necessitated by the needs of the town and determined by the department head. All overtime hours worked must be authorized by appropriate management or town officials in advance.

Town Council discussed the overtime issue and instructed the town manager and personnel officer to adhere to the policy regarding overtime for pay purposes. Any previous agreements for overtime compensation are considered to be void effective July 1, 2007 and upon adoption of the revised personnel policy and pay and classification plan which lists up to date salary data.

Commissioner McCallum made a motion to hold a special meeting Wednesday, May 30, 2007, at 9:00 a.m. at the Town of Lake Lure Municipal Center's Community Hall to further review the pay and classification plan and proposed amendments to the personnel policy. Commissioner Watkins seconded the motion and the vote of approval was unanimous.

**ADJOURN MEETING**

With no further items of discussion, Commissioner Noble made a motion to adjourn the

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meeting at 5:10 p.m. Commissioner Pitts seconded the motion and the vote of approval was unanimous.

ATTEST:

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Anita H. Taylor, MMC  
Deputy Town Clerk

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Mayor Jim Proctor