

**FACILITIES MANAGEMENT
AVC ADVISORY MEETING MINUTES
September 16, 2009**

1. Review re-wording of the AVC Board eligibility requirements

- The board discussed the further defining of a non-supervisory position, as stated on the bottom of page 1, item #2. Don Neldon stated that he did not see a problem with a team leader being eligible to serve. Billy Pierce proposed drafting sub-text for item #2 that further defines a non-supervisory position. The board agreed to further review this issue and discuss again at the next meeting.

2. Fall Festival - Update

- Billy Pierce reported that everything was on schedule and going great for the upcoming Fall Festival. He reported that the door prizes had been purchased and the dunk tank had been delivered. He also reported that a tent had been acquired to cover the children's inflatable house in the event of rain, and that the Festival may run slightly over-budget due to the unforeseen cost of building the horseshoe pits from scratch. Billy acknowledged all of the wonderful food donations that had been made, and closed stating again that everything is on schedule with no problems anticipated. The festival will be Saturday, September 19, from 10:00 A.M. to 3:00 P.M.

3. Inclement Weather

A. Al's report on meeting with Ed Kremers

- Al will continue to contact Ed until he receives a response on this issue.

4. Catastrophic Leave Bank and Grievance Committee

A. Review and approve letters to be sent

- Jim presented the board with the draft letter concerning the Catastrophic Leave Bank. The board reviewed it, the appropriate edits were made, and it was sent out through Don Neldon immediately following the meeting.
- Jim reported on the grievance policy issues. The board was informed that language was already being drafted by Lucinda McDaniel to incorporate the same concerns that the board had on this issue.

5. Employee Recognition Program

A. Designating parking spot – update

- After a short discussion, the board agreed to get with Bill Hall on the idea of a designated parking place. Jim will email Bill for a progress update on this, and once they have conferred, Jim will bring an updated FMOP for review and markups.

B. Review and approve Awards and Recognition FMOP

- Jim will update FMOP for review after talking with Bill on this issue.

6. Review and approve FMOP

A. Hiring Process

- Each board member received a draft copy of this FMOP. The members agreed to read, review, and submit any suggestions, edits, or comments back to Jim, Allison, or Terri by the end of the following week.

7. Billy Pierce requests clarity on comp time policy.

A. Are some employees offered money instead of comp time?

- Al informed the board that the only time cash can be offered is if Al can process a special request to Ed Kremers. Al stated that last year a couple of special requests were granted, however, normally employees should expect comp time unless prior approval and notice have been given.
- Overtime is defined in the Staff handbook as: Classified, non-exempt employees are eligible for compensatory time, as outlined by the State of Arkansas, in accordance with the Fair Labor Standards Act. The following policy will be used in granting compensatory time:
 1. Compensatory time shall mean time earned for work week with supervisor's authorization.
 2. Compensatory time will be earned at the rate of one and one-half hour for each full hour worked in excess of 40 hours per week. The actual number of hours worked in excess of 40 should be reported by completing a Compensatory Time Earned Form to your Human Resources Department.
 3. Compensatory time should be used as soon as possible.
 4. Compensatory time may be used in lieu of sick time and must be used until depleted before using annual (vacation) leave.

5. Classified employees whose job duties involve public safety activity, an emergency response activity, or a seasonal activity can accrue no more than 480 hours of compensatory time. The 480 hours equal 320 hours of straight time.
 6. Classified employees whose job duties do not involve public safety activity, an emergency response activity, or a seasonal activity can accrue no more than 240 hours of compensatory time. The 240 hours equal 160 hours of straight time.
 7. Compensatory time earned shall be included as a separate category on the employee's time sheet kept in your Human Resources Department.
 8. Employees shall request to use earned compensatory time by completing a Request for Leave form.
 9. Upon termination, a lump sum payment of accrued or unused compensatory time will be made at a rate of not less than:
 - A. The average regular rate received by an employee during the last three years of his/her employment; or
 - B. The final regular rate received by an employee, whichever is higher.
- Al provided some examples when overtime may be issued, such as football games that fall on a holiday weekend. One example in particular was on Labor Day, the people who worked the football game on Saturday asked for time-and-a-half, Al went to Ed Kremers with this request and they were granted the overtime.
 - Billy Pierce asked if there was a standing policy for receiving money instead of comp time, and there is not one. According to the employee handbook, sick time may be used before comp time, but all employees must use comp time before vacation or annual leave.
 - Jim will ask Terri to check up on all comp time issues per Al's request. Jim will also check on the use of rollover leave, comp time, and vacation time.
- 8. An employee would like a detailed report of FM funds. Which committee reviews and approves appropriations?**
- Al stated that he will bring the quarterly report from Kathy on Facilities Management funds and appropriations to the next meeting.
- 9. 2009 Employee Satisfaction Survey**
- The board agreed to review the Employee Satisfaction Survey at the next meeting.