



# FINANCE AND POLICY COMMITTEE MEETING

MONDAY, FEBRUARY 7, 2022 | 6PM

6th committee meeting

The Committee will meet in Mauldin City Hall at 5 East Butler Road in the Council Chambers at 6 p.m.

The meeting will be available remotely through Zoom. Please visit the City's website at <https://cityofmauldin.org/your-government/meeting-minutes-agendas/> to access the meeting via audio and videoconferencing.

**FINANCE AND POLICY COMMITTEE MEETING  
FEBRUARY 7, 2022, 6PM  
CITY HALL - COUNCIL CHAMBERS  
5 E. BUTLER ROAD**

**Committee Members:** Michael Reynolds (Chair), Carol King, Diane Kuzniar

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| <b>1. <u>Call to Order</u></b>                                | The Honorable Michael Reynolds                                   |
| <b>2. <u>Public Comment</u></b>                               | The Honorable Michael Reynolds<br>The Honorable Michael Reynolds |
| <b>3. <u>Reading and Approval of Minutes</u></b>              | The Honorable Michael Reynolds                                   |
| a. Finance Committee Meeting: January 4, 2022 [Page 3]        |  |
| <b>4. <u>Reports or Communications from City Officers</u></b> | The Honorable Michael Reynolds                                   |
| a. City Administrator Brandon Madden                          |  |
| i. Budget Review  |  |
| b. Finance Director Holly Abercrombie                         |  |
| i. Budget Review  |  |
| c. HR Director Mark Putnam                                    |  |
| <b>5. <u>Unfinished Business</u></b>                          | The Honorable Michael Reynolds                                   |
| There is no unfinished business.                              |  |
| <b>6. <u>New Business</u></b>                                 | The Honorable Michael Reynolds                                   |
| a. Amendment to Employee Handbook [Page 4-5]                  |  |
| <b>7. <u>Public Comment</u></b>                               | The Honorable Michael Reynolds                                   |
| <b>8. <u>Committee Concerns</u></b>                           | The Honorable Michael Reynolds                                   |
| <b>9. <u>Adjournment</u></b>                                  | The Honorable Michael Reynolds                                   |

MINUTES  
FINANCE AND POLICY COMMITTEE MEETING  
JANUARY 4, 2022, 6PM  
CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD  
4<sup>th</sup> committee meeting

Committee Members present: Michael Reynolds (Chair), Carol King, Diane Kuzniar  
Others present: Finance Director Holly Abercrombie, HR Director Mark Putnam, and City Administrator Brandon Madden

1. Call to Order- Chairman Reynolds
2. Public Comment- None
3. Reading and Approval of Minutes
  - a. Finance Committee Meeting: December 6, 2021

**Motion:** Councilwoman Kuzniar made a motion to approve the minutes with Councilwoman King seconding.

**Vote:** The vote was unanimous (3-0).

4. Reports or Communications from City Officers
  - a. City Administrator Brandon Madden
    - i. Budget Review  
City Administrator Madden reported that the administration budget is where it should be.
  - b. Finance Director Holly Abercrombie
    - i. Budget Review- Ms. Abercrombie reported the City's financials look good.
    - ii. FY 23 Budget Update

The Capital Improvement Program submittals are complete. Mr. Madden sent out a budget memo so department heads have the budget documents to start looking at.

- c. HR Director Mark Putnam

Mr. Putnam reported open enrollment went well.  
It is time to have a class/comp study done and staff will be looking at starting that process.

5. Unfinished Business- There is no unfinished business.
6. New Business- There is no new business.
7. Public Comment- None
8. Committee Concerns- None
9. Adjournment- Chairman Reynolds adjourned the meeting at 7:40 p.m.

Respectfully Submitted,  
Cindy Miller  
Municipal Clerk

# FINANCE & POLICY COMMITTEE

## AGENDA ITEM

**MEETING DATE:** 2/7/2022

**AGENDA ITEM:** 6a

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**TO:** Finance and Policy Committee  
**FROM:** Human Resources Director Mark Putnam  
**SUBJECT:** Amendment to Employee Handbook

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### REQUEST

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Consider an amendment to the Employee Handbook regarding the 14-day timeframe for Police Department staff to use time-off received in lieu of a holiday that fall on a regularly scheduled day off.

### HISTORY/BACKGROUND

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In 2020, Council voted to update the City's Employee Handbook with multiple amendments. One of the amendments was specific to the Police Department staff that in effect provided that any employee that receives a day off in-lieu of a holiday (for a holiday that falls on a regularly scheduled day off) must take the day off by the next pay period (14 days).

### ANALYSIS or STAFF FINDINGS

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Requiring Police Department staff to take days off in-lieu of a holiday within a 14-day period creates scheduling & staffing challenges for the Department's command staff. Council is requested to consider an amendment that allows for Mauldin Police Department staff to receive holiday pay in the pay period in which the holiday occurs when a holiday falls on an Mauldin Police Department employee's regular day off.

### FINANCIAL IMPACT

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The financial impact of this matter is negligible as the impacted employees already receive holiday pay.

## RECOMMENDATION

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Staff recommends that the Finance and Policy approve the following amendment to the Employee Handbook:

**Current Policy:**

When a holiday falls on an employee's regular day off, the employee shall receive another day off in-lieu of the holiday. Days of in-lieu of holidays must be taken by the next pay period.

**Proposed Admendment:**

With the exception of the Mauldin Police Department Personnel, when a holiday falls on an employee's regular day off, the employee shall receive another day off in-lieu of the holiday. Days of in-lieu of holidays must be taken by the next pay period. For Mauldin Police Department Personnel, when a holiday falls on a Mauldin Police Department employee's regular day off, the employee shall receive holiday pay in the pay period in which the holiday occurs.

## ATTACHMENTS

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None.