

**From:** [Robert Eschenfelder](#)  
**To:** [Tom Trask](#); [Powers, Megan](#); [VanBlargan, Clara](#)  
**Cc:** [Robin Gomez](#)  
**Subject:** personnel policy and CSC package  
**Date:** Saturday, February 8, 2025 5:44:53 PM  
**Attachments:** [image001.png](#)  
[MB - Ordinance 2025-01 Personnel Policy Adoption.docx](#)  
[MB - Ordinance 2025-02 Civil Service Commission.docx](#)  
[MB - Ordinance 2025-03 Post Termination Hearings: Hearing Officer.docx](#)  
[Madeira Beach Personnel Policy 2025 Clean Final.docx](#)

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Mr. Trask, Manager Gomez, Clerk VanBlargan, Mrs. Powers,

On Thursday Mrs. Powers and I met to review the staff comments to the draft personnel policy, and we agreed on revisions to the text to address those concerns (some didn't require edits). The final policy with agreed staff edit requests is attached.

I have also made a few edits to the three related ordinances to reflect input from the CSC at its last meeting. Those three ordinances are also attached in final form. My recommendation is that the entire package move forward to workshop and future meetings as one (since the ordinance changes and policy changes are interrelated).

Mrs. Powers, as to our conversation of staff-requested revisions, please note:

- I've sent you separately information on a volunteer program which isn't really a personnel policy matter
- The general question of Manager's right to make exceptions was explained and you can convey the passage of the policy providing him that right
- Addressed the probation period to clarify new-hire vs. promoted and use of vacation
- Workweek days changed
- Changes related to giving FLSA-exempt salaried staff "overtime" not added per our discussion, but we discussed alternative avenues for Manager to reward directors who work exceptional hours
- As to holidays, added back NYE, however, changing back to Christmas eve from "day before day after" seems like a step back since, if Christmas falls on a Sunday or Monday, employees would be deprived of another day off since they aren't scheduled to work on Saturday or Sunday. So why would employees not want it how its now worded, so that the Manager can do the day before or day after in order to maximize the paid day off potential. I'll change it to "Christmas eve" if the Manager wants, but just think that through.
- One time payout date set at July 1. We discussed the remainder of the employee "concerns" and agreed it was clearly worded to you and to me, and so you can explain things on any individual basis, and staff will quickly get used to how it works.
- As to employees "wanting to see sick leave use counted toward overtime", while I'm sure they do, use of leave time is not hours worked and so they cannot count toward

overtime.

- Cross-reference to VII(A)(6) (vacation payout) made in the retirement area to clarify.
- “concerted curtailment” is further explained
- Cross-reference to drug test policy made in vehicle policy

I’ve inserted April 6<sup>th</sup> (a Sunday) to be the effective date of the new policy. That will give ample time for City administration to prepare distribution of the new policy to employees, and to orient directors to the new policy. Once the policy is adopted, but before the effective date, I’m happy to set a date to come by City Hall to meet with the members of the leadership team who will be implementing it and walk through things to help them understand, if that’s thought to be useful.

While this project has been longer than I think anyone would have anticipated, I really want to thank Mr. Gomez, Clerk VanBlargan, and Mrs. Powers for all the time and support they’ve put into the project. When the dust settles, I do believe the new rules and procedures will help the City’s personnel function, and provide better protection for any future claims that may come.

As always, if anyone has any questions, please let me know.

Regards,  
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