

**NEWBERRY COUNTY COUNCIL
PERSONNEL AND INTERGOVERNMENTAL RELATIONS COMMITTEE**

**NOVEMBER 19, 2018
MINUTES**

The Newberry County Council Personnel and Intergovernmental Relations Committee met on Monday, November 19, 2018, at 6:00 p.m. in the Courthouse Annex Conference Room, 1309 College Street, Newberry, SC.

PRESENT: Travis Reeder, Chairman
Kirksey Koon, Councilman
Scott Cain, Councilman
Wayne Adams, County Administrator
Katherine Cook, Human Resources Assistant
Taylor Davenport, Administrative Assistant
Susan C. Fellers, Clerk to Council

Others Attending: Todd Johnson, Sheriff's Office

No media present.

The meeting was duly advertised as required by law.

1. Call to Order.

Chairman Reeder called the meeting to order and had the invocation.

2. Additions, Deletions and Adoption of Agenda.

There being no additions or deletions to the agenda, Mr. Cain moved to adopt the agenda as presented; second by Mr. Koon. Vote was unanimous.

3. Approval of September 10, 2018 Minutes.

Mr. Koon moved to approve the minutes as presented; second by Mr. Cain. Vote was unanimous.

4. Katherine Cook, Human Resource Assistant.

A. Holiday Schedule

Ms. Cook reported that Newberry County offices will be closed on November 22 and 23, 2018 for Thanksgiving holidays; December 24, 25 and 26, 2018 for Christmas holidays; and January 1, 2019 in observance of New Years.

B. Employee Christmas Dinner.

Ms. Cook said the employee Christmas dinner is December 20, 2018 from Noon to 2:00 p.m. at the Community Hall. Bill and Fran's will cater the meal.

C. Employee Christmas Gift Cards.

Ms. Cook said county employees will receive a \$50 Food Lion gift card. Food Lion gave the County a 6% discount. The County is ordering 15 cards for the Library but the Library will reimburse the county for those cards. The County itself will pay for 200 cards.

D. Dress Code.

Ms. Cook presented the following proposed dress code for County employees:

“All departments of Newberry County Government operate in a professional business-like manner. This professionalism extends to how employees dress and otherwise present themselves in the workplace.

Clothing worn in the workplace must be neat, clean, untornd, sufficiently fastened, and not unnecessarily revealing. Some specific items of clothing are never appropriate for Newberry County employees to wear to work. These include flip-flops and shirts that gratuitously reveal the shoulders, midriff, or chest areas of the torso, Pants/trousers of all types should be fastened around the waist at a level/height sufficient to cover the body. Short pants of appropriate length and sweatshirts, in certain seasons, may be appropriate in very limited circumstances, as in recreation department work or outdoor inspections and appraisals. Denim may be appropriate when work duties do not involve formal representation of the County. Examples and specific restrictions and permissions cited here are not intended to be exhaustive

In sum, Newberry County understands that a certain level of comfort is necessary to work productivity. However, some clothing items appropriate to other settings are not appropriate to the workplace. Employees are urged to exercise good judgment in this regard. If you are ever unsure about what attire is appropriate for your work environment, ask your department head *in advance*; he or she will be glad to assist you in making the right choices.”

Mr. Koon asked what if somebody violates the dress code.

Mr. Adams said he hoped it never comes to that but with this policy in place, the department head and employee after reviewing the policy will determine if the employee is in violation.

There being no further discussion, Mr. Koon moved to submit the policy as is to Council for approval along with the proposed holiday schedule and employee gift cards;; second by Mr. Cain. Vote was unanimous.

5. Public Comments.

Mr. Adams stated the Magistrates moved today. Bond court will still be held at the jail. There are still some things to be done but the space accommodates them. We need to get sound and video in there. There are 70 parking spaces. This move happened just in time for the work at the jail to progress.

Todd Johnson said the blessing is they are coming over to the jail to do bond hearings twice a day.

6. Adjournment.

There being no further business before this Committee, Mr. Reeder declared the meeting adjourned at 6:10 p.m.

Newberry County Personnel and Intergovernmental Relations Committee

Travis Reeder, Chairman

Susan C. Fellers, Clerk to Council

Approved: