

City of Webster Groves Personnel Board
Minutes of the June 15, 2022 Meeting
11am, 2nd Floor Conference Room
Webster Groves City Hall, 4 E. Lockwood Ave

PRESENT: Members: Frances Barbieri (Chair), Kim Sauer, Jeff Mazur
Staff: Dr. Marie Peoples, City Manager; Eric Peterson, Assistant City Manager;
Kris Hines, Human Resources Manager; Neil Bruntrager, City Attorney

ABSENT: None

The meeting was called to order at 11:03am by Chair Frances Barbieri.

There were no visitor comments.

Eric Peterson, Assistant City Manager presented the overview of Policy 2.14 Administrative Probation to the Board. Dr. Marie Peoples, City Manager, and Neil Bruntrager, City Attorney answered questions on the policy.

ACTION Unanimous Consent given to amend proposed Policy 2.14 Administrative Probation in Section A after the word "Director" to add ", in consultation with Human Resources,".

ACTION Moved by Kim Sauer, second by Jeff Mazur, to adopt Policy 2.14 Administrative Probation as amended.

Roll call vote taken.
Sauer – YES
Mazur – YES
Barbieri – YES


City staff provided an overview of the Drug and Alcohol Testing Policy, draft Telework policy, and the status of the Job Description project of the Compensation and Classification Study to the Personnel Board for their information.

ACTION Moved by Jeff Mazur, second by Kim Sauer, to adjourn.

Roll call vote taken.
Sauer – YES
Mazur – YES
Barbieri – YES

The meeting adjourned.

Respectfully submitted,
Eric Peterson, Assistant City Manager

	City of Webster Groves Personnel Policy	
	Policy 2.14	Administrative Probation
	<u>Policy Scope:</u> All Employees	<u>Policy Exceptions:</u> Elected Officials Municipal Judge

A. ADMINISTRATIVE PROBATION

Administrative Probation is a serious disciplinary tool used to help monitor and improve work performance and employee conduct. A Department Director, in consultation with Human Resources, may place an employee on Administrative Probation for a specified period of time not less than 30 or more than 180 days.

B. EMPLOYMENT CONTINUED DURING ADMINISTRATIVE PROBATION

Administrative Probation does not terminate or suspend the employment of an employee by the City.

C. EMPLOYEE PERFORMANCE DURING ADMINISTRATIVE PROBATION

During a time of Administrative Probation, a work plan for the subject employee is required. A written performance appraisal detailing the employee's success or failure in completing the probationary period is required at the end of Administrative Probation. Failure of the employee to successfully complete the probationary period may result in more serious disciplinary action, up to and including dismissal.