



# Town of Clifton

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CLIFTON, ARIZONA 85533

## Minutes

### AD HOC PERSONNEL COMMITTEE

November 3, 2022

10:00 a.m.

Town Hall – Council Chambers

510 N. Coronado Blvd. Clifton, AZ 85533

- A. Call to Order-**  
10:02 am
- B. Pledge of Allegiance**
- C. Roll Call -**  
All members present; member Karen Frye attended by telephone
- D. Discussion regarding the Town of Clifton’s Personnel Policy; Rule IV; Fringe Benefits; Section 1. Annual Vacation Leave and Section 4. Sick Leave with regards to year end accruals with regards to year end accruals and its impact to the town.**
- The Mayor/Committee Chair opened the meeting explaining why the committee was created and the current financial obligation of the town in regards to Employees' unused Vacation time. As of 10/11/22 the total obligation for vacation time totaled \$99,457.30. He referenced the Town's Policy on paying out vacation time at the time of termination and the verbiage needing to be more clear.
- Discussion was held on the amount of liability was on the town as far as unpaid vacation time. That total is from 24 full time employees and their accumulated unused vacation time, two employees make up for more than half of the balance. Most individuals use their vacation time regularly/annually. There is another small handful of employees who are starting to accumulate a high number of unused hours.
- Concern was brought up about why employees are not taking their time, that is an issue and needs to be addressed. The committee focused on the consideration of capping the total vacation hours to be had at 280 (7 weeks) and at the end of every Fiscal year anyone above that would have the opportunity to sell back or cash in the unused vacation hours above the 280. Committee members discussed this at great length.
- E. Adjournment**  
11:14 am