

Royal Center Town Council Work Session Minutes
Monday, March 3, 2025, at 5 pm
Royal Center Town Hall

Attending:

Council Members Present: Brandon Schmaltz, Jasmine Schick, Ryan Funk, and Teresa Hiatt. Tim Minnick was absent. ^{McMillan}

Others present: Carrie McIntire - Clerk/Treasurer, and Gina Kennell – Deputy Clerk

Opening: Call to Order by Brandon Schmaltz.

Employee Handbook: The Town Council met to discuss the development of an Employee Handbook and to review information from other sources to aid in the creation of our Employee Handbook. The following policies were reviewed: Return to Work, Worker's Compensation, Pregnancy, Maternity Leave, FMLA, Equal Employment Opportunity Employer, Employment Application, Employment Reference Checks, Welcome, Employment at Will, Chain of Command for Work-Related Issues, Work Status, Probationary Periods, Performance Evaluations, Personal Appearance, Employee Conduct & Work Rules, Progressive Discipline, Employment Termination, and Resignation. Discussion commenced. The Town Council would like to create Performance Standards before they meet in July. They also suggested scheduling a Work Session or Executive Session before the July meeting to discuss possible changes to the Salary Ordinance for 2026 budget. Nothing further was discussed, and no action was taken.

Adjourn: Meeting adjourned to open the Regular Town Council Meeting.



Brandon Schmaltz,
Town Council President

ATTEST: 

Carrie McIntire, Clerk/Treasurer