



City of Carthage, Missouri
**COMMITTEE ON
INSURANCE/AUDIT AND CLAIMS**

July 28, 2026 - 6:00 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of July 14, 2026 Minutes
 2. Review & Approval of the Claims Report
- 3. Citizens Participation**

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
 1. Consider and discuss changes to Section 204 - Probationary Period of the Personnel Policy Manual
 2. Consider and discuss employee health fair
 3. Staff Reports
- 5. Adjournment**

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City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

July 14, 2026 - 6:00 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Robin Harrison, Susan Reddy, Ray West

MEMBERS ABSENT: Ron Wells

STAFF PRESENT: City Administrator Traci Cox, City Clerk Miranda Deal, IT Administrator Michael Keith, and HR Coordinator Michael Miller

Vice-Chair Robin Harrison called the meeting to order at 06:00 PM.

2. Old Business

1. Approval of June 23, 2026 Minutes

ACTION: Motion to accept/approve item 2.1. by Ray West;
Motion passed with a 3:0

AYES: Robin Harrison, Susan Reddy, Ray West

2. Review & Approval of the Claims Report

ACTION: Motion to accept/approve item 2.2. by Susan Reddy;
Motion passed with a 3:0

AYES: Robin Harrison, Susan Reddy, Ray West

3. Consider and discuss changes to section 2-160 - Resignation or discharge Mrs. Harrison reported that HR Coordinator Michael Miller is working on a few things before this is ready to be discussed again. The ad-hoc committee for this issue is still working on it.

ACTION: Motion to table item 2.3 until August 11, 2026 by Robin Harrison;
Motion passed with a 3:0

AYES: Robin Harrison, Susan Reddy, Ray West

4. Consider and discuss changes to the Parks Administrative Assistant job description

HR Coordinator Michael Miller reported that he cleaned up some of the language and the only main change to the job description was that the administrative assistant would be responsible for preparing the parks and golf requisitions to turn in to accounts payable.

ACTION: Motion to approve and forward to council by Ray West;
Motion passed with a 3:0
AYES: Robin Harrison, Susan Reddy, Ray West

3. Citizens Participation

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

4. New Business

1. Consider and discuss salary change to the Assistant Parks and Recreation Director job description

Ms. Cox reported that when they were determining the salary this was supposed to go on the same grade as the Assistant Public Works Director. After the job description was approved at the last meeting, it was noticed that the grade this job was put on was the same grade as other employees that this job would be supervising and there needed to be a grade in between those. So the only change to the job from the last meeting is moving the grade from L to M.

ACTION: Motion to approve and forward to council by Robin Harrison;
Motion passed with a 3:0

AYES: Robin Harrison, Susan Reddy, Ray West

2. Consider and discuss Assistant Public Works Director job description

Ms. Cox reported that this position was also not on the correct grade and due to the employees years of service, the grade and step need to be amended. The grade for the position went from an L to an M, to match the Assistant Parks Director, and due to the employees years of service, it would put them on step 5 of grade M.

ACTION: Motion to approve the change and move the employee from grade l to m and place the employee on step 5 by Robin Harrison;
Motion passed with a 3:0

AYES: Robin Harrison, Susan Reddy, Ray West

3. Staff Reports

Ms. Deal reported that the fiscal year end was on June 30th, so claims are being processed for both old and new year for the month of July and then June will start to be closed. The auditors should be here in September sometime. Ms. Cox reported that the financial software used at City Hall will begin being upgraded at the end of August or beginning of September.

5. Adjournment

ACTION: Motion to adjourn at 6:12 pm by Susan Reddy;

AYES:

Motion passed with a 3:0
Robin Harrison, Susan Reddy, Ray West

An Ordinance to amend Section 204 – Probationary Period of the Personnel Policy Manual of the City of Carthage, Missouri.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

SECTION I: Section 204 – Probationary Period of the Personnel Policy Manual is hereby amended by replacing Section 204 with the language below:

204: Probationary Period:

1. **Purpose:** This period is used to determine whether the employment relationship should continue. The employee may leave employment with the City for any reason with neither advance notice nor cause. The City may terminate the employee with or without cause. If it is determined by the City in its sole discretion that a satisfactory performance level cannot be achieved through a reasonable amount of training and counseling, the employee will be immediately released.
2. **Duration:** All employees shall serve a probationary period of twelve (12) months. Upon satisfactory completion of the probationary period, the employee will be moved to regular status employment and will become subject to the standard City personnel policies.
3. **Promotion to Higher Position:** An employee shall automatically be placed on a probationary period of twelve (12) months when promoted to a higher position. The probationary period shall begin on the effective date of the promotion.
4. **Extension of Probationary Period:** The probationary period may be extended at the discretion of the Department Head when additional time is needed to evaluate the employee's performance, conduct, habits, dependability, or ability to satisfactorily perform the duties of the position.
5. **Benefits During Probationary Period:** Employee benefits during the probationary period shall be the same as for regular classified employees.
6. **Appeal:** During the probationary period, an employee does not have the right to appeal a dismissal or disciplinary action.

SECTION II: This Ordinance shall take effect and be in force effective from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2026.

Bren Flanigan, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Insurance, Audit and Claims Committee

Probationary Period: NEW LANGUAGE

- **Purpose:** This period is used to determine whether the employment relationship should continue. The employee may leave employment with the City for any reason with neither advance notice nor cause. The City may terminate the employee with or without cause. If it is determined by the City in its sole discretion that a satisfactory performance level cannot be achieved through a reasonable amount of training and counseling, the employee will be immediately released.
- **Duration:** All employees shall serve a probationary period of twelve (12) months. Upon satisfactory completion of the probationary period, the employee will be moved to regular status employment and will become subject to the standard City personnel policies.
- **Promotion to Higher Position:** An employee shall automatically be placed on a probationary period of twelve (12) months when promoted to a higher position. The probationary period shall begin on the effective date of the promotion.
- **Extension of Probationary Period:** The probationary period may be extended at the discretion of the Department Head when additional time is needed to evaluate the employee's performance, conduct, habits, dependability, or ability to satisfactorily perform the duties of the position.
- **Benefits During Probationary Period:** Employee benefits during the probationary period shall be the same as for regular classified employees.
- **Appeal:** During the probationary period, an employee does not have the right to appeal a dismissal or disciplinary action.

204. Probationary Period: OLD LANGUAGE

01. Purpose: This period is used to determine whether the employment relationship should continue. If the employee is dissatisfied with the City, the employee may leave with neither advance notice nor cause. If the City is dissatisfied, it may similarly terminate the relationship. If it is determined by the City in its sole discretion that a satisfactory performance level cannot be achieved through a reasonable amount of training and counseling, the employee will be immediately released.

02. Duration: The probationary or working-test period for all employees, excluding police patrolmen and firefighters, shall be six (6) months. Upon satisfactory completion of the trial period, the employee moves to regular status and is subject to the standard City personnel policies. **1. Police Patrolman:** No person shall be appointed a police patrolman until he shall have first served a period of one (1) year as a probationary patrolman. At any time during the one-year period he shall be subject to dismissal from the police department and shall not have the right to a hearing by the personnel administration board.

2. Firefighters: No person shall be hired or appointed as a full-time firefighter until he shall have first served a period of one (1) year as probationary or temporary firefighter. At any time during the one-year probationary period he shall be subject to dismissal from the fire department and shall not have the right to a hearing before the personnel administration board.

03. Benefits During Probationary Period: Employee benefits during the probationary period shall be the same as for regular classified employees.

04. Appeal: During the probationary period, an employee does not have the right to appeal a dismissal or disciplinary action. At any time during the probationary period the Department Head may remove an employee if in his opinion, there is an indication that such employee is unable or unwilling to perform the duties of the position satisfactorily, or that the employee's habits and dependability do not merit continuance in the service of the City.

CITY OF CARTHAGE, MISSOURI
Council Packet Memorandum

Proposed Updates to Probationary Period Policy

To:	Mayor and City Council
From:	Michael Miller, Human Resources
Date:	July 22, 2026
Subject:	Justification for Proposed Updates to Probationary Period Policy

Background

The City's Probationary Period Policy has been reviewed to improve consistency, clarify expectations, and provide supervisors with appropriate flexibility when evaluating new and promoted employees. The proposed revisions consolidate the policy so that all employees are subject to one uniform probationary period of twelve (12) months.

The proposed updates were discussed and approved by the Ad-Hoc Contract Committee prior to being forwarded for City Council consideration.

Summary of Proposed Policy Updates

- Establishes a uniform twelve (12) month probationary or working-test period for all employees.
- Clarifies that an employee promoted to a higher position automatically begins a twelve (12) month probationary or working-test period beginning on the effective date of the promotion.
- Allows the probationary period to be extended at the discretion of the Department Head when additional time is needed to evaluate performance, conduct, habits, dependability, or the employee's ability to satisfactorily perform the duties of the position.

Justification for the Proposed Changes

A uniform twelve (12) month probationary period provides a consistent standard across departments and employee classifications. This reduces confusion, simplifies policy administration, and ensures employees and supervisors have a clear understanding of the applicable probationary period.

A twelve (12) month evaluation period gives supervisors sufficient time to determine whether an employee can successfully perform the full range of assigned duties. Many City positions involve seasonal responsibilities, rotating tasks, public interaction, emergency response, specialized training, and other duties that may not be fully evaluated within a shorter period.

The promotion provision is necessary because an employee who performs well in one position may be assuming new responsibilities, supervisory authority, technical duties, budget responsibilities, or decision-making authority in a higher position. A promotional probationary period allows the City to evaluate performance in the new role while still supporting internal advancement opportunities.

The extension provision gives department heads a practical management tool when an employee is making progress but additional evaluation time is needed before regular status is granted. This provides flexibility in situations where additional training, counseling, or observation may be appropriate.

Operational Impact

The proposed revisions are intended to improve accountability, consistency, and supervisory oversight. The changes do not create a new benefit or compensation obligation. Instead, they clarify the evaluation period that applies to all employees and provide a structured process for promoted employees and probationary extensions.

Recommendation

Staff recommends approval of the proposed revisions to the Probationary Period Policy as discussed and approved by the Ad-Hoc Contract Committee. Approval will establish one consistent twelve (12) month probationary period for all employees, clarify the probationary period for promotions to higher positions, and authorize department heads to extend probationary periods when additional evaluation time is necessary.