



**TOWN OF CHAPEL HILL**  
**Human Resource Development**

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## **MEMORANDUM**

**To:** Roger Stancil, Town Manager

**From:** Members of the Personnel Appeals Committee  
Patrice Howell, Member  
Eugene Farrar, Member  
Hugh "Skip" Proctor III, Member  
Rex Mercer, Chair  
Asila Calhoun, Member

**Date:** February 27, 2013

**Subject:** Recommendations

As a result of the February 12, 2013 Step IV appeal hearing, the Personnel Appeals Committee recommends the following to the Town:

- Develop and publicize to Town employees a formal written policy regarding work performed by employees on private property.
- Ensure all Final Written Warnings are time-limited and include specific performance expectations.

Respectfully submitted on behalf of the Committee,

A handwritten signature in blue ink, appearing to read "Rex K. Mercer".

Rex K. Mercer  
Chair