

Personnel Board
August 16, 2016
Town Hall
5:30 PM

Committee Members in attendance:

Gary Whitehouse, Nancy Bacher, Tracey Vasile

Staff in attendance:

Mary Beth Bernard, Randy Scollins, Bob Cutler, Christine Dupras

Also in attendance:

Jack Dolan, HR Counsel

The meeting was called to order at 5:35 p.m.

Discussion:

Mary Beth thanked everyone for being there and stated the focus for this meeting will be a review of, and if appropriate, voting to accept the following policies: Overtime, Statutory Family, Medical and Parental Leave, Sick Leave, Bereavement Leave, Court Leave, Military Leave, Part-Time Employees, and Sick Leave Bank.

Overtime

-discussion about rationale for changes, needing pre-approval from Town Manager before employees work overtime, adding link to Department of Labor FLSA website to policy

-discussion about exempt vs. non-exempt employees and how people are classified

-decision to adopt policy but to make sure positions are reviewed and properly classified as exempt or non-exempt

Motion to accept policy – Tracey Vasile

Seconded by Nancy Bacher, approved

Statutory Family, Medical and Parental Leave

-discussion about where the policies are posted and also adding a contact person to the policy

-also adding websites to policy

Motion to accept policy – Tracey Vasile

Seconded by Nancy Bacher, approved

Sick Leave

-change language in #'s 1 and 2 to say "six (6) months of continuous service," fix any typos and add language about FMLA definitions

Motion to accept policy as written with amendments – typos, continuous service, etc. – Tracey Vasile

Seconded by Nancy Bacher, approved

Bereavement Leave

-add link to FMLA definitions

Motion to accept with link added – Tracey Vasile

Seconded by Nancy Bacher, approved

Military Leave

Hold on discussion and voting

Court Leave

Motion to accept as written – Tracey Vasile

Seconded by Nancy Bacher, approved

Part-Time Employee Language

Motion to accept with addition of language regarding six months of continuous service – Tracey Vasile

Seconded by Nancy Bacher, approved

Sick Bank

-discussion of numbers – why 240 days? Do we need the sick leave bank?

-would need to be a consistent application of policy, need to make some changes and determine how it would be managed

Decision to hold on voting

Mary Beth passed out the following policies for consideration: Town Observed Holidays, Substance Abuse Policy and Certification Incentives.

Date set for next meeting: September 13, 2016 at 5:30pm

The meeting adjourned at 6:50pm.