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Draft Minutes of the Town of Durham Compensation Review/Personnel Policy Board
Regular Meeting Thursday, December 17th, 2009 7:00 p.m., in the Town Hall 2nd floor
conference room.

Present: Roger Kleeman, Fred Raley, Lisa Stafford, Martin Anderson
Absent: Claudia O'Connell

- Meeting was called to order at 7:06 p.m. by Chair Martin Anderson
- Minutes of the October 15th meeting were reviewed and approved by all present with one wording change.
- Working session on draft of employee handbook/personnel policies was conducted
- Review of several more sections were conducted, and outstanding issues/changes noted in the draft copy. A review of existing state policies on nepotism by Martin determined that while no firm written policy existed on a state level, there were individual policies by department governing nepotism. Lisa shared that in larger private corporations there is a clear, specific policy around nepotism. (ie. Not allowing any family member to report directly to another in chain of command.) The board agreed that this policy should be brought forward for consideration for inclusion in our personnel manual.
- The board determined that after we completed the personnel manual we needed to establish how we would best implement any new policies, or ensure adherence to existing regulations.
- There are several technical issues needing resolution such as needing to clarify payment of overtime to non FLSA exempt employees in accord with the labor contract (Section 6.3)
- Clarification is needed through the First Selectman's office for actual practices respecting hours of work Section 6.6.
- Clarification is needed in how the May 15th provision is actually used with respect to taking vacations (Section 7.1)
- Meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Martin W. Anderson, Ph.D.

Chair