

Compensation Review and Personnel Policy Committee

In attendance – Lisa Stafford, Martin Anderson, Roger Kleeman and Fred Raley

Excused absence – Claudia O'Connell

1. **Martin opened meeting at 7:10pm.** Martin made a motion to accept minutes from prior April meeting. Lisa seconded motion and all indicated agreement. Minutes approved.
2. **Discussion on portal now available for town employees for training On Line.** Martin indicated he is awaiting feedback from Laura on this state website, as Martin sent to her last month for review. Fred suggested Martin send her a note reminding her that we needed her review, and to draw her attention to a few specific recommendations on the website for town employee training. Martin agreed to do this in the next month, and report out at next committee
3. **Topic -Next steps in reviewing Table of Contents for Personnel Policy Manual.** Group agreed we could review tonight and see if we could narrow down the *Table of Contents*, as well as talk about next steps. Roger brought up the topic of the volunteer ambulance corps, in terms of a possible issue with clear status of workers, whether they are 'volunteers or 'employees'. He indicated we should check with Laura, as he understands that they are actually getting a paycheck now. Fred indicated that the town does bill insurance companies now, and collect some funds, so we probably needed to check on this. Martin indicated he will follow up with Laura to discuss the status of individuals who are volunteering in the Durham ambulance corps. Roger indicated that if they are voluntary, and not employees, we need to mention this and clarify in the personnel policy. Roger mentioned that he also wanted to include nepotism policy in the manual as well.

Group Reviewed the Table of Contents, highlighted areas, and indicated those that should be deleted or held for discussion with Laura. Below is conversation on each item.

Job Description section - Group indicated a statement could be added indicating that town requires. Discussion centered on whether we needed it. Leave on list to discuss with First Selectman.

Conflict of interest – Group indicated we should put a line in to reference to the Ethics Committee work. Lisa will check with Bob Fulton to align reference statement.

Recruitment and Selection statement. We would put in how the process works. Do we include probationary period? Martin indicated that these are common in civil type roles. Fred indicated that there needed to be much more information to fill a vacancy. This will be **put on the list** to discuss with First Selectman.

Compensatory Time – Group discussed what the current FLSA regs were, and what might be the current practices within Durham town employee system. Martin thought we needed to clarify who can, and can't get overtime as well as compensatory time. **Statement needed to be included.**

Vacation Pay Advance – Lisa indicated that we may not need this policy. Fred agreed that it may not be useful. Group consensus agreed that we need to delete.

Donation of sick time. Martin indicated it might be complicated to enforce. Martin indicated we should check the union contract. If it is not in there, then we should not offer another benefit, that does not need to be offered at this time.

Bonus Leave – Delete, consensus by group.

Health Insurance - Group consensus that statement should be included on general eligibility. Need to align statement with whatever exists in other contracts of summary of benefit information.

Tuition Reimbursement Policy - Martin indicated that generally this is monies given to expand an employee's education. Group agreed that we **needed to redraft this as Training and certification reimbursement** policy. **To be included on the list** to discuss with First Selectman.

Employee Conduct and Discipline (progressive discipline) - Group agreed we leave it out for now, so it will be developed later, and put on the list. Group agreed this was an important item to work on in the future.

Dispute Resolution Procedure - Group indicated that they would leave this out of the manual at this time.

Anti Harassment statement. Group agreed already included in the previous policy on sexual harassment.

Employee Safety and Health Program - Delete by group consensus. Make sure that the reporting of injuries is noted in the policy elsewhere. (#14)

Seat Belt Policy – Martin and Lisa indicated we might just want to make a reference and put in section on Licenses and Certifications. Fred said that it might be covered already in this other section. Martin indicated that putting it specifically in this policy, you can determine whether any discipline action may take place. Put on the list to discuss with First Selectman.

Next steps on Personnel Policy creation/revision - Discuss and agree on approach/timing to review final Table of Contents.

Martin agreed to check with Claudia to see if she had completed the changes to the hard copy of Bristol's and East Haddam's personnel policies.

Group agreed that we take the Table of Contents, which group just discussed, and give the First Selectman a chance to review. We also would ask First Selectman to use her Administrative Assistant to help put together the document as well.

Group agreed that we should drop in the language content, from Bristol and East Haddam documents, along with table of contents, and then present to First Selectman for her review.

Lisa will send email to First Selectman with draft and request prior to the June 2009 meeting.

Roger moves that we will adjourn. Martin seconded, and all agreed to adjourn at 8:33pm.

Meeting adjourned.