

**PERSONNEL BOARD**  
**Meeting Minutes**  
**June 8, 2016**

**Board Members Present:** Anne Canfield, Chair, Sheila Bauer, Pat Flanagan, Hugh Fortmiller, Becky Neville

**Also present:** Ruth Anderson, Town Assessor, Susan Bak, BoS Liaison, Selina Shaw, Town Administrator

The meeting was called to order at 7:00 am in the Town Administrator's office at Town Hall. The purpose of the meeting was to discuss and clarify holiday pay for exempt employees and to begin reviewing and updating the Employee Handbook.

1. A motion was made by Becky and seconded by Hugh to approve the minutes of the April 7, 2016 meeting. The motion was voted and passed unanimously.
2. Ruth presented a concern regarding how holiday time is reported. She stated that there are inconsistent time-reporting requirements as they apply to some exempt employees. She stated that when a holiday falls on Monday, those exempt employees who normally work until 7:00 pm on Mondays are required to report eight hours of holiday pay for that day, and to make up the remaining three hours in order to report 80 hours on their time cards. She distributed a memo to the Personnel Board which laid out her concerns and her suggested recommendations. We discussed various options including changing Monday hours to eight hours starting at 11:00 am and ending at 7:00 pm, revising the Personnel Plan to clarify intent, and/or changing to an appropriate electronic time-keeping system.

Action Item: Personnel Board members will continue to explore all options and will present a recommendation at our next meeting on June 16.

Action Item: Selina will send members copies of the following from the Personnel Administration Plan:

- Article VII, Section 6
- Article XVIII Management Rights

Members will review and bring update recommendations to the June 16 meeting.

3. Selina and Pat reported on a recent follow-up meeting with an employee regarding a personnel issue.

Action Item: Selina will explore electronic time-keeping apps.

- 5 We will begin reviewing and updating the Employee Handbook at our next meeting.

The next meeting is scheduled for Thursday, June 16 at 7:00 am.

The meeting adjourned at 8:30 am.

Submitted by Pat Flanagan