DUNBARTON BOARD OF SELECTMEN

**MINUTES OF MEETING**

**WORKSHOP MEETING, WEDNESDAY, JULY 11, 2012**

**TOWN OFFICES – 9:00 A.M.**

**The Dunbarton Board of Selectmen held their scheduled Workshop meeting at the above time, date and place with Les Hammond, Chairman, presiding. The purpose of the meeting was to review/revise the Personnel Plan.**

**The following were present:**

 **Les Hammond, Chairman**

 **Ted Vallieres, Selectman**

 **Ron Wanner, Selectman**

 **Line Comeau, Town Administrator**

 **Alison Vallieres, Recording Secretary**

**Les Hammond, Chairman, opened the meeting at 9:00 a.m.**

**The Board reviewed the Personnel Plan as revised in accordance with LGC along with the existing Personnel Plan. Revisions and changes were made as follows:**

**1. Page i - - No changes**

**2. Page ii - - No changes**

**3. Page iii - - No changes**

**4. Pages iv - vi - Table of Contents - This will change as the Plan is revised.**

**5. Page 7 - No changes**

**6. Page 8 - Changes (town/City to Town of Dunbarton where needed. 6th paragraph re "Retaliation against an employee......., the sentence stating "you should report the incident in accordance with the Reporting procedure contained in this Manual." *- The Reporting Procedure should be included within the index.***

**7. Page 9 - No changes**

**8. Page 10 - Under the Section "REPORTING PROCEDURE FOR SEXUAL AND OTHER UNLAWFUL HARASSMENT, DISCRIMINATION AND RETALIATION”, the following changes:**

 **1. If you believe that you have experienced sexual or other unlawful harassment, discrimination or retaliation, you should report the incident immediately *to the Department Head or the Board of Selectmen......***

 **2. Supervisors and *Department Heads* who become aware of discriminatory or harassing conduct, a complaint of discrimination or harassment, or retaliation must report the conduct and/or complaint immediately to the *Board of Selectmen.***

 **3. References to Town/City should be changed to Town of Dunbarton. (three places in paragraph)**

**Page 11 - No changes**

**Page 12 - Probationary Period - Change the sentence relating to probationary period as in the present Personnel Plan as follows:**

***"Probationary Period shall mean the final step in the selection process for all employees. The probationary period shall be six (6) months for all employees except the Police Department, which shall be one (1) year. This provides the employee with the opportunity to become acquainted with the job and learn necessary skills, while providing the employer an opportunity to assess the employee's ability to perform the duties of the position. "***

**Page 13 - Pay/Pay Periods - "Employees are paid on *a weekly* basis.....**

**Page 14 - Classification and Compensation from present Personnel Plan as follows:**

 **3.13 Classification of Employment**

 **3.13.1 Regular Employee**

 **3.13.2 Regular Part Time Employees**

 **3.13.3 Casual Part Time Employees**

 **3.13.4 Volunteer**

 **3.13.5 Other**

 **3.14.2 Limitations of the Probationary Period**

 **3.14.3 Probationary Period for Promotions**

 **"Employees of the Town of Dunbarton will be required to serve a probationary period of six (6) months except for the Police.............."**

 **4. Classification and Compensation**

 **4.1 - Classification - Take out completely (Town does not have a Classification plan at this time)**

 **4.2 - Pay Plan - Take out completely**

 **4.3 - Annual Evaluation - Leave as is in present Personnel Plan**

 **4.4 - Cost of Living - Take out completely (Raises are voted at Town Meeting)**

 **4.5 - Longevity - Take out completely. (Those employees who are already receiving Longevity will continue to at the annual payment they are presently receiving. It will be "rolled" into their regular salary.)**

**Page 15 - Change under REIMBURSABLE EXPENSES**

 **"With prior approval by *Department Head/Town Administrator* legitimate expenses will be reimbursed........"**

 **"The Town of Dunbarton will reimburse qualified employees the value of one pair of safety shoes for each employee, the maximum amount of *$150* in each calendar year for full-time employees working 40 hours per week with the expectation that the new footwear be used during this same calendar year. *Part-time employees working 30 hours or over per week shall be reimbursed $150 every two years, and part-time employees working up to 29 hours per week will be reimbursed $150 every three years.***

 **(Joint Loss Committee working on this section)**

**Page 16 - Educational Reimbursement Incentive - change department head to *Board of Selectmen*.**

 **Course Approval - change respective Department Supervisors to *Board of Selectmen.***

 **Degree Differential - Take out completely**

**Page 17 - Overtime - change reference to Supervisor or Town Administrator to *Supervisor/Board of Selectmen***

 **There was discussion about the 171 hours in a 28 day period requirement. Will look into this further. Only applies to the Police Department/Law Enforcement personnel.**

 **BREAKS AND MEAL PERIODS**

 **Selectmen asked for a copy of the RSA which relates to this.**

**The Selectmen agreed to stop at this point. The next meeting to discuss the Personnel Plan will be July 18, 2012 at 9:00 a.m. The following motion was made:**

**MOTION:**

**Ron Wanner made a motion that the Dunbarton Board of Selectmen adjourn at 11:00 a.m. Ted Vallieres seconded the motion. The motion passed unanimously.**

**Respectfully submitted,**

**Alison R. Vallieres**

**Recording Secretary**

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**Les Hammond, Chairman**

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 **Ron Wanner, Selectman**

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 **Ted Vallieres, Selectman**