

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
TUESDAY, AUGUST 14, 2012
TOWN OFFICES – 4:00 P.M.**

WORKSHOP MEETING TO DISCUSS PERSONNEL PLAN

The Dunbarton Board of Selectmen held their scheduled Workshop Meeting at the above time, date and place with Les Hammond, Chairman, presiding.

The following were present:

Les Hammond, Chairman
Ted Vallieres, Selectman
Ron Wanner, Selectman
Line Comeau, Town Administrator
Alison Vallieres, Recording Secretary

Members of the Public:

None

Les Hammond, Chairman, called the meeting to order at 4:00 p.m. with a full Board of Selectmen present and Line Comeau, Town Administrator and Alison Vallieres, Recording Secretary present.

The Board continued their review of the Personnel Policy as follows:

(Starting at page 17 where they stopped at the previous Workshop Meeting)

1. Page 17 - Noted that the Police Chief was not interested in changing the formula for calculating overtime to the FLSA which is 171 hours within a 28 day period. It was noted that this involves considerable paperwork and tracking of hours.

2. Page 17 - (Paragraph re Overtime) All overtime must be approved in advance by *the Department Head/Board of Selectmen* . Except in the event of an emergency, *the Department Head/Board of Selectmen* will attempt to provide you with advance notice of the necessity for overtime work.

3. Page 17- (last sentence in overtime paragraph) should read as follows: "You will be advised when you are hired *or promoted* if you are entitled to overtime pay. "

4. Page 17 - Breaks and Meal Periods - okay the way it is written.

5. Page 18 - Holidays - Should read as follows:

"Full-time employees are entitled to the paid holidays listed below." For hourly employees holiday pay will be paid at the straight time hourly rate. Temporary and part-time employees are not entitled to paid holiday."

At this point in the discussion, Alison Vallieres asked if there were some sort of mechanism that part-time employees could be compensated for a holiday in relation to number of hours worked, etc. She noted that the Police Department Secretary was in the same position as she was in that she works 34.5 hours per week with no holidays at all paid. Would not be looking at having all holidays paid, just one or two i.e. Christmas, etc.

Les Hammond stated he definitely was not in favor of paying any holidays to part-time employees.

6. Page 19 - First paragraph: Change to read as follows:in advance and approved by *the Department Head/Board of Selectmen*".

7. Page 19 - Paragraph re Vacation: Should read as follows:

Vacation time is accumulated from the date of hire but cannot be used until completion of Probationary Period.

On January 1 of each year, all full-time employees receive Vacation time according to the following schedule:

<u>Years of Continuous Service</u>	<u>Vacation Time</u>
1 year	40 hours or 5 days (one week)
2 years	80 hours or 10 days (two weeks)
5 years	120 hours or 15 days (three weeks)

8. Page 20 - First paragraph should read as follows:

"You are expected to take your vacation during the year in which it is earned. Vacation time may be taken in *hourly* increments. The *Department Head/Board of Selectmen* will not pay employees for unused, accrued vacation time at the end of the year."

".....(1) in the event of resignation or retirement, the employee has given two weeks notice of his/her intent to resign or retire; or (2) in the event of involuntary discharge, the termination was not "for cause," as determined by the Town of Dunbarton."

In all places where insert title is should read "*Department Head/Board of Selectmen*".

9. Page 20 - PERSONAL DAYS - First paragraph should read as follows:

"The Town of Dunbarton will provide two (2) paid personal days each year to all full-time employees. Temporary and part-time employees are not entitled to any paid personal days. Personal days may not be carried over from year to year, and employees will not be paid for personal days not taken during the year upon separation from employment *unless approved by the Board of Selectmen*. All personal days must be approved in advance by *the Department Head/Board of Selectmen*. "

10. Page 20 - SICK LEAVE - First paragraph should read as follows:

"The Town of Dunbarton provides paid sick days to all full-time employees. Part time and temporary employees are not entitled to any paid sick days. Sick time must be used in *hourly* increments, and employees will be paid at the normal straight time. "

11. Page 21 - Sick Leave continued - Second paragraph should read as follows:

"Sick leave accrues at the rate of one and one-quarter days (*10 hours*) *per month* up to a maximum of thirty (30) days or *240 hours*. Accrual commences on the date of hire, but cannot be taken during *the probationary period*. "

12. Page 21 - Last paragraph re Sick Leave - Take out entire paragraph re notification, etc.

13. Page 22 - Re Family and Medical Leave (FMLA) - Pages 22 -27

The question came up as to whether Dunbarton is required to have this within the Personnel Plan.

Line Comeau, Town Administrator, will check with the Local Government Center as to whether it is required, etc.

At this point, the following motion was made:

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen adjourn the meeting at 6:00 p.m. Ted Vallieres seconded the motion. The motion passed unanimously.

Respectfully submitted,

**Alison R. Vallieres
Recording Secretary**

Les Hammond, Chairman

Ron Wanner, Selectman

Ted Vallieres, Selectman