

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
TUESDAY, SEPTEMBER 25 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 43:

1. Page 43 - At this point in the meeting, Les Hammond, Chairman, stated that he would like to include the following:

"Employees need not be subject to verbal abuse and harassment from the public." He stated he felt this was very important and should be covered somewhere in the policy.

After discussion, it was decided to add the following sentence into item 5 under Employee Relations:

"Threatening, abusive or profane language directed at Town employees in the course of their employment will not be tolerated."

2. Page 43-44 - Stated that the items 1 - 17 should be complete sentences.

After discussion, it was decided to leave them as items listed under the first paragraph relating to them.

3. Page 43, Item 4. Safety:

It was noted that this is also covered under the Joint Loss Program.

4. Page 44, Item 6. Crime:

Ron Wanner asked how were we going to address this requirement?

Ted Vallieres stated he felt that if a prospective employee acknowledges this in his application for employment, the hiring authority will take it under consideration. Felt everyone deserves a second

chance. If an employee has committed a crime during his employment, this is a different situation. Should be on a case by case basis.

After discussion, the Selectmen agreed to add the following statement so it reads as follows:

"Conviction of a crime during employment by the Town. "

5. Page 44, Item 12. Weapons:

Selectmen agreed to take this entire item out of the Personnel Plan because it does not apply to the Town of Dunbarton.

6. Page 45, Item 13. (Changed to 12.) Telephone, Facsimile, Computer, E-Mail, Copier:

Should be changed to read as follows:

"Misuse of Town telephone, facsimile, computer, e-mail, Internet access and/or copier for personal purposes. "

7. At this point, it was decided not to include any references to FMLA.

8. Page 46, VOLUNTARY DISPUTE RESOLUTION PROCEDURE

- a. First paragraph in first sentence change "Supervisor" to Department Head.
- b. Second paragraph, first sentence change "Supervisor" to Department Head.
- c. Second paragraph, second sentence change Town Administrator/Manager to Board of Selectmen.

9. Page 47, third paragraph, change Department Supervisor to Department Head.

10. Page 47, PERFORMANCE APPRAISALS - Leave as written

11. Page 47, PROMOTIONS, TRANSFERS & JOB POSTNGS -

- a. Change second paragraph to read as follows:

"In an effort to inform employees of promotion and transfer opportunities, we post vacancies for all positions. " (Delete sentence stating "Employees who has at least twelve (12) months, etc. "

- b. Page 48, second paragraph, change Department.... to Department Head.

- c. Page 48, fourth paragraph, change to read as follows:

"Employees will generally receive a performance evaluation after 6 months in a new position. Another performance evaluation will typically be conducted after 18 months of service in the new position". (Delete last sentence in paragraph regarding pay increase, etc.)

12. Page 49, WORKPLACE VIOLENCE:

- a. Delete first three sentences in paragraph so it reads as follows:

"Violence and verbal or physical threats of violence of any kind in the workplace or on Town property will not be tolerated, and employees engaging in such conduct will be subject to discipline, up to and including separation from employment. Responsive action may also include notifying the

police or other law enforcement and prosecuting violators of this policy. If you become aware of any violence or threat of violence, you must immediately report the matter to the Department Head. "

13. Page 49-50, ALCHOHOL AND DRUG POLICY

a. Page 50, delete paragraph on Investigations and Searches:

b. Page 51, delete paragraph on Fitness for Duty Exams:

14. Page 51, SMOKING POLICY

a. Change first paragraph to read as follows:

"The Town of Dunbarton is committed to providing a safe, healthy, and smoke-free work environment for our employees, visitors, and vendors. Consistent with our commitment and state law, we have declared a no smoking policy within our buildings and within 25 feet of Town Buildings and Town vehicles."

b. Delete entire second paragraph.

15. Page 51-52, WORKPLACE SEARCHES

a. Delete entire two paragraphs re Workplace searches.

16. Page 52, EXIT INTERVIEWS

a. Delete entire paragraph re Exit Interviews

At this point, it was decided that Line Comeau, Town Administrator, should redo the Personnel Plan with all changes so the Board of Selectmen have an updated clean copy of all 53 pages which they have reviewed and proof read with several people.

Selectmen will schedule a meeting date to go over the final draft prior to setting up a Public Hearing.

There being no further business, the following motion was made.

MOTION:

Ron Wanner made a motion that the Dunbarton Board of Selectmen Workshop Meeting be adjourned at 6:05 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