

**DUNBARTON BOARD OF SELECTMEN
MINUTES OF MEETING
WEDNESDAY, NOVEMBER 14, 2012
TOWN OFFICES – 5:00 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 13:

Discussion regarding Sick Bank as follows:

Second paragraph should read as follows:

"After the short-term disability plan has expired, the sick bank will pay the difference between the long-term disability plan and the employee's regular wages. The sick bank payments will continue until the employee has been placed on long-term disability by the Social Security Office or the sick bank's accumulated day have been used. Other those employees contributing to the bank will be eligible to withdraw days from the bank."

PERSONAL LEAVE OB ABSENCE:

Fifth paragraph should read as follows:

"A request for leave will be considered on a case-by-case basis. If a personal leave is granted, you may not accept other employment of any kind, including a business of your own, while you are on leave. If you are granted a personal leave of absence, you must inform the board of Selectmen when you are able to return to work."

Sixth paragraph, first sentence should be corrected to read as follows:

"We will make reasonable efforts to reinstate an employee returning from a personal leave to....."

MILITARY LEAVE:

First paragraph, first sentence corrected as follows:

"Employees who serve in the United State armed forces or National Guard....."

Seventh paragraph should be corrected as follows: (Line Comeau to check re waiting period)

"When the employee returns to work, he/she will be reinstated to the health insurance benefit even if coverage terminated during the leave.."

Page 15:**BEREAVEMENT LEAVE:**

Discussion ensued regard whether Bereavement Leave should be considered part of Sick Leave or a separate type of leave in addition to Sick and Vacation time.

No final decision made.

JURY DUTY/WITNESS LEAVE:

First paragraph should be corrected to read as follows:

"The Town considers it a civic duty to serve on a jury if summoned and will grant you paid leave in order to serve on a jury. An employee shall be excused from employment for the day or days required in serving as a juror or witness in any court of the United States or the employee's state of residence. For part-time and temporary employees, jury or witness duty will be considered an excused unpaid absence. Full-time employees who are summoned for jury duty shall be paid their normal days pay. The employee will remit to the Town all compensation he/she receives for performing jury duty. "

Page 16:**LEAVE OF ABSENCE FOR VICTIMS OF CRIME:**

Third paragraph, last sentence should read as follows:

"The Town will maintain any such notices or records in confidence.

Fifth paragraph should read as follows:

"An employee may elect to use his/her accrued, unused vacation time or sick leave. "

MEDICAL BENEFIT PLAN:

First paragraph should read as follows:

"Full-time employees may participate in our medical insurance plan by enrolling in either a single, two-person, or family plan. Information and enrollment forms may be obtained from the Administrative Office. To assist you with the cost of this insurance, the Town currently pays a....."

Page 17:

DENTAL PLAN:

First and second paragraphs should read as follows:

"Full-time employees hired before 2/17/2005 will be entitled to health insurance benefits 100% paid by the Town for the employee and the employee's spouse and dependents.

Full time employees hired after 2/17/2005 but before 1/16/2008 will be entitled to health insurance benefits 100% paid by the Town for the employee and 80% of the premiums paid by the Town for the employee's spouse and dependents. The remaining 20% of the premiums to be paid by the employee. "

Third paragraph to remain as written in plan.

Page 18 (DENTAL PLAN)

First paragraph should read as follows:

"Full-time employees and members of their family may participate in our dental plan. Full-time employees hired before 1/16/2008 will be entitled to dental benefits fully paid by the Town for the employee only. Full time employees hired after 1/16/2008 will be entitled to dental benefits 80% paid by the Town for the employee only. Employees may pay for members of their family."

RETIREMENT PLAN:

Last paragraph under Retirement to be changed as follows:

**Upon retirement from the Town of Dunbarton an employee with twenty (20) years of service will be paid 1/3 of his/her accumulated sick pay. "

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 7:00 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