

Personnel Board Meeting
Tuesday, September 18, 2016, 6:30 P.M.
Town Hall – Great Plain Conference Room

Minutes

Attendance

Personnel Board

Vivian Hsu, Vice Chair
Joseph Herlihy, Member
Rick Lunetta, Member

Staff

Rachel Glisper, Director of Human Resources
Chuck Murphy-Romboletti, Assistant Director of Human Resources

Call to Order – 6:50 P.M.

Ms. Vivian Hsu called for a motion to open the Personnel Board meeting. Mr. Rick Lunetta made a motion and Mr. Herlihy seconded.

Review and Vote to Adopt Amendments to Personnel Policy #102: Hiring Policy

Ms. Rachel Glisper reviewed the finalized revisions to the Hiring Policy #102 that had been worked on by staff over the past year. The process to revise the policy included a full re-write of the original policy and 6 accompanying Standard Operating Procedure documents to provide to internal staff for guidance. One new component of the revised policy was the introduction of an internal “Waiver of Full Search and Recruitment” process. The general intent of the revisions was to clarify the process to achieve consistency across town departments.

The Board discussed changing Section 5.d.iii to clarify that Department Managers were to only communicate the details of the conditional employment offer to the selected candidates and that the Human Resources Department would be drafted and sending all official offer letters to candidates. Ms. Glisper and Mr. Murphy-Romboletti confirmed that the recommended wording changes would be made.

Mr. Murphy-Romboletti explained that the changes to the Hiring Policy required changes to the Non-Occupational Sick Leave policy to correct the reference to said policy. The Hiring Policy revisions include that, as part of the employment offer, an advance of Sick Leave accrual could be given to candidates if necessary. The Sick Leave Policy was amended to reflect that option.

Ms. Hsu called for a motion to approve Personnel Policy #102: Hiring with revisions and also the amendments to the Non-Occupational Sick Leave Policy #303. Mr. Herlihy moved and Mr. Lunetta seconded. The new Policy as revised was approved unanimously.

Vote to Eliminate Personnel Policy #106 – Pre-Employment Physicals

Ms. Glisper explained that the Town was proposing the elimination of the requirement of pre-employment physicals for all employees except for those as required by Collective Bargaining Unit. The bargaining units that currently have provisions for pre-employment physicals are NIPEA and BCTIA, which include safety sensitive positions, those requiring Commercial Drivers Licenses and Custodians and Trades. Originally staff had proposed eliminating the policy in its

entirety, however now believes keeping the policy with revisions would be best. The policy would be revised as explained.

Review New Position Description for Deputy Police Chief, vote to add to Schedule A

Ms. Glisper explained that at this time, the Position Description for the position of Deputy Police Chief still required some revisions. A final draft would be brought to the Board for approval at a later date.

Review and Vote on updated Schedule K effective 10/1/2018

Ms. Glisper explained that the Management Salary Scale (K-Scale) was proposed to be increased by approximately 2.5%.

Ms. Hsu called for a motion to approve the increase to the Management Salary Scale. Mr. Herlihy moved and Mr. Lunetta seconded. The new Policy as revised was approved unanimously.

Continuance and Open Executive Session – 7:20pm

Ms. Hsu called for a motion to continue the Personnel Board Meeting for the purpose of going into Executive Session. Mr. Herlihy so moved and Mr. Lunetta seconded. The meeting was continued.

Reopen – 7:30pm

Ms. Hsu called for a motion to re-open the Personnel Board Meeting. Mr. Herlihy so moved and Mr. Lunetta seconded. The meeting was continued.

Other Business

Ms. Glisper asked if any of the Board Members had been in touch with the Town Moderator to discuss the status of the Personnel Board and the need to fill the two vacancies present. The Board had not heard from the Town Moderator and would follow-up.

Adjournment - 7:39 P.M.

Ms. Hsu called for a motion to adjourn the Personnel Board Meeting. Mr. Herlihy made a motion to approve and Mr. Lunetta seconded. The meeting adjourned.