

Minutes of the Personnel Board meeting of December 2, 2014

The meeting was held at the Dunstable Town Hall and called to order at 7:03 PM.

The following members were in attendance: Patrick Murphy, Jean O'Brien and Peter Georges. Members Frank Antonelli and Kelly Richardson were absent. Also in attendance was Madonna McKenzie, the interim Town Administrator.

It should be noted that the previous meeting which was scheduled for November 18, 2014 was canceled for failure to reach quorum.

Definition Handbook

- Board members reviewed the revised definitions from the previous meeting and discussed and agreed to remove the last two paragraphs of section [2]d and the last paragraph of section [2]e.

A motion was then made to accept the section of the employee handbook with changes noted by Patrick Murphy, and seconded by Peter Georges. The motion passed unanimously.

Standards of Conduct

The Board also agreed to adopt the following, in the order as listed below, from the Town of Barre's Personnel Policy.

1. General Conduct and Standards
 - The Board agreed to use Barre's Article 10 section 10.1 General Conduct and Standards. The Board further agreed to move section 10.2, titled Confidential Information, to the second paragraph.
2. Tardiness and Failure to Report to Work
 - The Board agreed to adopt the Town of Barre's language for this matter.
3. Dress Code
 - The Board agreed to adopt the Town of Barre's dress code rule
4. Safety
 - The Board agreed to adopt the Town of Barre's language regarding safety policies and procedure
5. Workplace Violence/Possession of Weapons
 - The Board determined it would be prudent to adopt the Town of Barre's language on this subject as well

6. Smoke-free Workplace
 - The Board agreed to adopt a substantially similar policy as the Town of Barre on this subject.
7. Drug Free Workplace including Alcohol and Drug Testing Policy
 - The Board agreed to adopt the same policy and language as the Town of Barre
8. Conflict of Interest/Financial Disclosure
 - The Board agreed to adopt the Town of Barre's language on the subject of conflict of interest and financial conflict disclosures.
9. Telephone Calls and Mail Use
 - The Board determined that it would be prudent to adopt the Town of Barre's policy on this subject.
10. Computer, Email, and Internet Use Policy
 - The Board discussed and agreed to adopt a substantially similar, if not identical, policy and language on this subject as the Town of Barre
11. Personal Mobile Device Policy
 - The Board agreed to adopt the Town of Barre's language on this subject, but also to insert into it the MGL/DOT language regarding hand held cell phone use.

The meeting was adjourned at 8:12 PM with the next meeting tentatively scheduled for December 18, 2014.

Respectfully submitted by Patrick Murphy