

Approved 06/08/2011

At 4:40 pm Board members Annmarie Scribner and Greta St Germain met in a work session on the Town's Personnel Policy. The session was held in the first floor meeting room of the Fremont Town Hall. Town Administrator Heidi Carlson was also present.

The Board worked on the Personnel Policy draft to include the sections labeled Inclement Weather through to the end of the working draft.

The following items were approved for inclusion in the policy:

- Inclement Weather section will indicate that employees are generally expected to report to work. Any time they report and are sent home, a two-hour minimum will be paid for hourly personnel. If you do not work, you can use vacation time or not be paid.
- Solicitation and distribution is prohibited in any work areas of town buildings.
- The Town assumes no liability for any parking facilities.
- Motor Vehicle Violations are required to be reported for anyone who operates Town Equipment. The Town will adopt a reporting form to be utilized for annual reporting.
- A safety section on Operation of Vehicles will be included.
- A section on Town Security will be included. Additional input from Chief Janvrin will be solicited.
- The adopted Ethics Policy will be incorporated to the Personnel Policy with the actual date that portion was adopted.
- A Nepotism Policy will be included.
- A section on Suggestions and Ideas will be incorporated.
- A section on overall Standards of Conduct will be included. The firearms/weapons section will be forwarded to Chief Janvrin for review.
- A general Discipline policy will be included, as well as a Voluntary Dispute Resolution Procedure.
- Mandatory sections on Personnel Records, Health & Safety Program, and Smoking will be included.
- Sections on Performance Appraisals, Promotions, Transfers & Job Postings, Safety Committee, Workplace Violence, Alcohol and Drug, Workplace Searches will be included.
- A policy on social networking and blog postings will be included.
- A section on Requested Notice of Decision to Terminate Employment (2 weeks) and Exit Interviews will be included.

The Board also discussed changing the sick time policy to include a greater accrual of sick time and discontinuance of the Town's short-term disability policy.

The Board discussed adopting a form for use in having employees who operate Town equipment report that they have a valid driver's license on an annual basis, including convictions of any moving violations. Anyone who operates a Town vehicle would be required to turn this form in annually with a copy of his/her license.

With no further business to come before the Board, Scribner moved to adjourn at 5:45 pm. St Germain seconded and the vote was approved 2-0. The Board will meet next on Wednesday June 8, 2011 at 6:00 pm in the main floor of the Town Hall.

Respectfully submitted,

Heidi Carlson, Town Administrator