

FINAL

PRESENT: M. J. Farinola, Chairman; S. C. Hanson, R. P. McDermott, Selectmen;
E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

PERSONNEL POLICY: The Board reviewed, discussed and addressed the comments resulting from Attorney B. Mayer's review of the draft personnel policy item by item. Revisions to the draft dated 12/4/09 were made as follows:

Page 3, Whistleblower Policy was added.

Page 5, E. Training, was revised to read "Training shall take place on a ~~regular~~ ***an annual*** basis. S. C. Hanson suggested that the Town have a training calendar in place to assist with scheduling. It was also suggested to add the matter of "training" to review sheets used for employee evaluations

Page 6, second paragraph of Complaint Procedures, was revised to read "~~Within 14 days~~ ***Upon*** receipt of a written complaint..." With regard to number three of this section, records are to be retained as long as an employee is employed by the Town.

Page 7, Grievance Procedure, the phrase "as promptly as reasonably possible" will be used instead of the reference to 10 calendar days.

Page 9, a Probationary Period section has been added. The first paragraph, line four was revised to remove the words "and Police Department."

Page 10, a Job Description section has been added.

Page 12, first paragraph, second line, was revised to read "Employees should note that salaries are subject to modification from time to time, when an employee's position or responsibilities change, and at other appropriate times ***such as those indicated in the salary pay plan.***"

Page 13, an Overtime section has been added.

Page 14, statement under the section Holidays was revised to read "Full-time police employees will be paid for their ***annually accrued*** holidays in the month of December."

Page 15, vacation table was revised to include percentages to figure accrued vacation time, rather than adding days at the first of each year. This applies to vacation time only.

Page 16, the section Personal Days was deleted with the exception of the last sentence which was added as the final statement to the section Sick Leave. Twelve days are allowed for use of full-time employees as needed.

Page 30, fourth bullet was found to be acceptable. It was noted that Two-Way Communications, the Town's IT contractor, will be asked to review the sixth bullet.

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Pages 34 and 38 were reviewed with regard to an inconsistency regarding weapons. Amendment was made to the section Workplace Violence as follows: ...”The town of Hampton Falls ~~therefore prohibits~~ **does not recommend** employees ~~from bringing~~ weapons on our premises,...”

At the conclusion of this review, it was noted that a number of forms are needed as outlined throughout the policy and that counsel recommends the Town have a contract with the Town Administrator, Police Chief and Fire Chief.

Discussion again took place with regard to the Tax Collector not falling under the category of employee but rather a public official. E. N. Small distributed documentation supporting this position for review of the Board. This matter will be added to a future agenda.

MOTION: To accept the Personnel Policies and Procedures Manual, as amended 1/27/10 to become effective 3/1/10.

MOTION: S. C. HANSON
SECOND: R. P. MCDERMOTT
UNANIMOUS

OTHER:

Cardboard Recycling Dumpsters: E. N. Small reported that three dumpsters are now located at the Brush Dump for the recycling of cardboard. Northside Carting plans to pick up disposed cardboard once per week.

MOTION: To adjourn the meeting at 7:34 p.m.

MOTION: S. C. HANSON
SECOND: R. P. MCDERMOTT
UNANIMOUS