

SELECT BOARD WORKSHOP MINUTES

July 14, 2014

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Board members present: Selectwoman Dennis and Selectman Bugbee

Others present: Joe Hannon, Town Administrator Julie Glover and Town Secretary Denise Duval.

1. Selectwoman Dennis calls the workshop to order at 6:00 pm.
2. Selectwoman Dennis moves to accept the Agenda as presented. Selectman Bugbee, seconds.
3. Selectman Bugbee asks to correct the typed word "Hist" in the minutes dated 6/16/14 to read Historical. Selectwoman Dennis moves to accept the BOS Public Meeting Minutes from June 16, 2014 with the recommended change. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
4. Selectwoman Dennis moves to accept the BOS Public Meeting Minutes from June 23, 2014. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
5. Joe Hannon, Recreation Commission member, informs the Board that Rocket Day went off without a hitch. It was a good day and Officer Cole was present. Mr. Hannon states that Bicycle Safety Day is this Saturday from 9-12 at Little River Park. An engineer from DOT is coming to speak about safety education and a mechanic from D & G Cycle Sports is coming as well to do fit checks on the bikes and helmets. The Commission has collected private funds for a gift certificate to give as a prize raffle. The Commission would like Rocket Day an annual event. This event is for all ages.

Chief Dronsfield adds that he will have Officer Cole stop down as long as she is free with some helmets. He says perhaps next year they will have advance notice that way they will be able to do more. TA Glover asks the name of the DOT engineer that is going to be there. Mr. Hannon says it is Larry Keniston. TA Glover asks if anyone has asked D & G Cycle Sports for a certificate of insurance. Mr. Hannon says no. The TA's office will reach out to D & G Cycle. TA Glover also adds that the Selectmen's Office should know when events are being scheduled at LRP because there are other groups that use the park.

Selectwoman Dennis moves to accept that Rocket Day and Bicycle Safety Day are recognized as annual Recreation Commission events in coordination with the Town Hall staff. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

6. Selectwoman Dennis suggests that she move through the personnel policy item by item and if either the TA or Selectman Bugbee has something to add then they should speak out. TA Glover starts the discussion of the Town's Personnel Policy by pointing out that the policies are implemented specifically within the HR arena and finance. Therefore, there is a lot more language in here so as to function as an instruction manual as well. TA Glover recommends that the Board add language to somehow address how the Board will address department heads and how department heads will go to the Board with a problem.

The following are the changes that Selectwoman Dennis reads.

The title of the document has been changed from Personnel Policy Manual to Personnel Policy and Procedures Manual.

Page 2 reflects the same change in paragraph #3.

Chapter 1 Purpose and Policies

Page 3, 1-1. The 2nd sentence takes out Personnel Policy and replaces with just Manual.

Page 4, 1-4. A sentence was added to paragraph one which reads “Employees of the Lee Public Library are governed by policies established by the Library Board of Trustees, NH RSA 202-A:6.”

Page 4, 1-5. Extract reference to 31:104-1; 31:105-1 and 31:106-1.

Chapter 2 Responsibility for Administration

Page 5, 2-1. The practice has been to have the Town Administrator responsible for administration; however, it is not in writing until now.

Chapter 3 Definitions

Page 6. “Introductory employees aka probationary employees” has been deleted. New employment practices indicate that employers should not have a category called this because there should not be the suggestion that, after six months, employment is “permanent.”

This definitions section has been expanded.

Chapter 4 Classification System

Page 9 & 10 relates to the Classification System that was adopted in 2008 yet never implemented and page 11 relates to the Compensation System that goes along with it. Chief Dronsfield suggests striking it completely from the Manual. Something such as this would be best geared towards a big city.

Chapter 5 Compensation System

Page 11, 5-4 C. grammatical changes are made.

Page 11, 5-4 B. changed to read “Certain positions, i.e. police officers **and firefighters** require longer than six months in which to complete certifications.

Page 12, 5-4 D. The entire section is deleted.

Page 13, 5-4 H. Language will be adjusted. The Police Department gives a two hour minimum for court, training or any other matter in which they are asked to come in on a day off. The TA will follow-up with the highway department. Chief Dronsfield believes the Fire Department offers an hour and a half.

TA Glover deleted the section relating to “pay advances” because they are not utilized any more.

Page 13, 5-5. Personnel Action Report is a new section that the TA has added.

Chapter 6 Hours of Work, Over Time and Special Services

Page 15, 6-3. TA Glover suggests adding a “can eat during work” form governed by NH RSA 275:30-A.

Page 16, 6-4. Language is expanded relative to “reporting of time worked”.

Chapter 7 Leave

Page 17, 7-1. TA will check with legal to see if it is ok to require exempt employees to report leave if it is between four and eight hours under RSA 275:43-b.

Page 17, 7-2 A #3. Department heads will notify via email the Town Secretary and cc the Board when they are taking up to 5 working days off. Requests for more than 5 days shall require approval of the BOS.

Page 17, 7-2 B #1. Strike “at least two weeks” and change forwarded to Town Administrator to Town Secretary.

Page 18, 7-3. Change total of annual Holiday hours from 96 to 80 hours.

Page 18, 7-3 C. This entire paragraph is added plus add the word “work” before day in the first sentence.

Page 18, 7-3 D. This entire paragraph is added.

Page 18, 7-4. Language in this paragraph replaces the two floating holiday language in the existing policy to use “personal days” and adds language regarding new employees hired between July through December.

Page 18, 7-5. Vacation Leave was mis-numbered as 7-4. Should be numbered 7-5.

Page 19, 7-5 C. Vacation accrual upon completion of 12 months of employment has been changed from 6 days to 10 days which is 6.67 hours per month.

Page 19, 7-5 E. This paragraph is added.

Page 19, 7-5 F. Change this language to indicate that vacation time accrues at the end of the month; therefore, any reduction would happen at the end of the month.

7-5 I. Pay In Lieu of Vacation should have been in this manual, as it is an existing policy. “At the discretion of the Board of Selectmen, employees with more than ten (10) years of service who receive at least fifteen (15) days of earned vacation per year may elect to work during one (1) week of vacation and receive regular earnings as well as vacation pay.” Selectman Bugbee does not agree with this policy. He thinks that the employee should take the vacation.

Selectwoman Dennis states that after speaking with an employee it is not intended to take the place of vacation but instead of taking 3 weeks the employee might only be able to or wish to

take 2 and get paid for the third. She does not have a problem with this policy as long as the employee is taking some vacation.

Page 19, 7-5 H 1. TA Glover reminds the Board that the existing policy was adopted in 2008. but the Board amended it in 2009 with the clause “Any employee whose employment has been termination just cause unfavorably reasons as described under the standards of conduct found on page 33, 34 and 35 of the personnel policy will not receive their benefits afforded to them regarding accrual of sick and vacation leave.” Past Boards indicated that they did not want to continue this policy. If someone leaves regardless of why they leave, settle up and be done. Rather than engaging in a legal battle. The first sentence is now recommended to read “Upon separation of employment for any reason, employees will be paid accrued, unused vacation day.”

Page 19, 7-5 H 3. The Board agrees that vacation should not be advanced ever.

TA Glover states that Leave Without Pay can only be taken with the Board’s prior approval and it has to be an extraordinary circumstance. If an employee has leave on the books he or she has to take it. TA Glover states that if an employee is on Leave Without Pay for more than 30 days then that employee will not accrue vacation time.

Page 20, 7-6. Sentence added “Sick leave must be used in half hour increments.”

Page 20, 7-6 B. Language added “because of illness in the employee’s immediately family”. Selectwoman Dennis would like to see mother in-law and father in-law added to the list of immediate family members. Chief Dronsfield agrees with Selectman Dennis. FMLA lists spouse, child and parent, however TA Glover states that the courts take a broad view of family. Selectwoman Dennis would like to see it expanded to include in-laws. Selectman Bugbee does not agree. They will leave this for now.

Page 20, 7-6 C. As it stands now, the department heads send a monthly report to the Town Secretary indicating time taken or not. In the future, it was decided that the department heads will notify the Town Secretary if they are out sick.

Page 20, 7-6 E. This entire paragraph is added.

Page 21, 7-7 B. TA Glover states that the Town’s medical insurance is terminated at the end of the month, if an employee has exhausted all available leave and cannot return to work.

Page 21, 7-8 A. TA will add the language that the Department Head will report their own injuries to the Town Administrator.

Page 21, 7-8 C & D. These entire paragraphs are added.

Page 22, 7-9 D. The Board agrees to strike this paragraph completely.

Page 22, 7-8 F. Chief Dronsfield points out typo in the first sentence. Should read “and the employee is **not** too disabled to perform the duties of the position.”

Page 23, 7-10. TA Glover points out that under RSA 500-A: 14 the Town must allow employees to serve on a jury but pay is not required. The existing policy has the leave completely open ended. The Board agrees that the Town cannot put a limit on how long jury duty or witness testimony leave can be.

Page 23, 7-10 C. This entire paragraph is added along with "Police Officers receive a 2 hour minimum of Overtime if the time is over their regular work week of 40 hours."

Page 23, 7-11. TA Glover informs the Board that this Section requires legal review.

Chapter 8 Recruitment

Page 28 TA Glover states that the current policy is silent on recruitment. Section 8-1 and 8-2 are being added.

Page 29, 8-4 A 3. The second sentence is modified to read "The Department Head will notify the Board of Selectmen about new hires."

Police Chiefs are statutorily allowed to have full discretion in hiring.

Page 30, 8-5 C. Change this paragraph to include ALL employees.

Selectman Bugbee asks if present employees are grandfathered. TA Glover states yes. The Board agrees that they would like to see financial and nationwide criminal checks on all new hires.

Chapter 9 Performance Evaluation

Page 32. Add at the end of paragraph "The Police Department has a separate policy for promotions."

Page 32, 10-2. This paragraph needs to be stricken.

Page 33, 10-3. This paragraph needs to be stricken.

Page 33, listed as 10-5 B 1. This will now be 10-2. Police Department employees will be included in this process. Employees supervised by the Town Administrator will have an exit interview conducted by the Police Chief.

Page 33, listed as 10-5 D. This will now be 10-2 C. The Chief of Police has the absolute authority to dismiss an employee.

Page 34, listed as 10-5 E. This will now be 10-2 D. Add the language " prior to the employee's last day of work."

Page 35. The Board will review at a later date. TA Glover states that this is mainly a place holder for the time being.

Chapter - Disciplinary Action

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Page 36, 12-2 B. The Board agrees to add counseling as a measure. The last sentence should read "The Board of Selectmen must first approve all discharges, except for the Police Department discharges." The Police Department's SOG includes training and technical assistance in lieu of discipline at times.

TA Glover reminds the Board that at some point they will need to suggest what the procedure will need to be if a Department Head needs to be disciplined, counseled, suspended or terminated. How to incorporate this into the policy has not been determined yet.

Selectwoman Dennis motions that in order to finance the municipal software package purchased in June 2014, the following reassignment of FY 2014 budget lines be made by moving funds from line 4155 in the amount of \$20,000 into line 4151 in the amount of \$20,000. Selectman Bugbee, seconds. All in favor. Motion Carries.

- 7. Selectwoman Dennis motions to adjourn at 8:13 pm. Selectman Bugbee, seconds. All in favor. **Motion Carries.**


Minutes transcribed by:


Minutes accepted by The Lee Select Board:

Denise Duval, Town Secretary

David Cedarholm, Chairman (not present)

8/18/14



Carole Dennis


Scott Bugbee