

**New Durham Board of Selectmen
Thursday, December 1, 2011**

Called to Order at 9:07 AM by Chair Jarvis

Members Present: Theresa Jarvis, David Bickford, Jeffrey Kratovil

Others Present: Mary McHale, Videographer

The Board reviewed the following from the draft Personnel Manual dated November 4, 2011:

- Chair Jarvis updated the Board members on the status of the edits that were requested.
- Chapter 7: Compensation:
 - Minor edits were made to the On Call, Overtime, Compensatory Time, Payroll Deductions for Salaried Exempt Employees and Questions Regarding Paycheck sections.
 - In the Business and Travel Reimbursement section edits were made to include a maximum reimbursable amount for meals and the amount requiring the approval of the Town Administrator was reduced. Receipts will be required.
 - In the Payroll Deduction section a great deal of language was deleted in favor of referencing the state statute.
 - There was a lengthy discussion about the Longevity Pay section with Selectman Bickford suggesting that it be eliminated in totality. Selectman Kratovil feels that it would not be fair to take longevity pay away from current employees, that if anything was done new employees would not receive longevity pay. Chair Jarvis feels that longevity pay should remain for current and future employees. A decision was not reached.
- Chapter 8: Hours of Work and Attendance
 - Minor changes were made to the Work Day, Hours of Work and Attendance section.
 - A new section was added - Break Time When Working over Time. There was an extensive discussion regarding employees working more than 12 consecutive hours. TA Webb will be asked to research several issues regarding driving trucks for an extended period of time.
- Chapter 9: Leave Time
 - Holidays – Selectman Kratovil suggested that Easter should be a holiday for any employee scheduled to work that day. Chair Jarvis feels that since only 2 or 3 employees would receive the benefit it would be unfair to the rest of the employees. Easter was not added to the list of holidays.
 - Annual Leave – There was extensive discussion regarding the current system of an employee being credited with all their annual leave at the start of the year. The Board decided that accrual of annual leave will be on either a bi-weekly or monthly basis; in the same manner that sick leave is accumulated. The Chair will check with the Financial Officer regarding how annual leave will be credited.
 - Annual and Sick Leave for New Employees – Both sections will be revised to reflect that new employees may use both annual and sick leave as it is accrued. If there is abuse of this it will be handled as a personnel issue.
 - Leave Benefits for Part Time Employees – Currently part time employees that work 28 hours or more per week (or at least 1456 hours per year) receive prorated annual and sick leave and personal days. The draft will be revised to eliminate these benefits for any new part time employees.

APPROVED at the December 19, 2011 Board of Selectmen's Meeting

○ Sick Leave – This section was briefly reviewed but due to the time it was not completed/ At the next meeting, which will be scheduled for either Wednesday December 7th or Wednesday December 14th the Board will complete the review of Chapter 9 and revisit the Mission Statement, Chapter 1: Purpose and make any other final revisions to the first 9 chapters.

Motion: *To adjourn* Kratovil/Jarvis. Vote 3-0

Meeting adjourned at 12:05 PM.

Respectfully Submitted,
Theresa Jarvis, BOS Chair