

New Durham Board of Selectmen
Wednesday, December 21, 2011

Called to Order at 9:08 AM by Chair Jarvis

Members Present: Theresa Jarvis, David Bickford, Jeffrey Kratovil

Others Present: Mary McHale, Videographer

The Board continued its review of Chapter 9 of the Personnel Manual dated November 4, 2011.

- The Board revisited their previous decision to allow probationary employees to use annual and sick leave the first year. Selectman Kratovil disagrees with this, Selectman Bickford agrees and Chair Jarvis feels that probationary employees should be able to use their sick leave the first year but not their annual leave. Some of the issues discussed were:
 - Should a medical certificate be mandatory after any illness for a probationary employee?
 - When a Department Head believes that an employee is abusing sick leave privileges a medical certificate can be required?
 - If the employer is requiring a medical certificate can the employee be required to pay the associated costs? The Chair will have TA Webb ask this of our Labor Lawyers.
 - After lengthy discussion it was decided that the manual will be revised to reflect that probationary employees can use sick leave immediately but will not be able to use annual leave until they have been employed for 1 year.
 - Since the revised manual will not be approved before January 1, 2012 the implementation date for the changes in how annual leave is accrued and credited will be effective January 1, 2013.
- Administrative Leave: While there were no changes made to this section there was discussion as to whether or not an employee that is sent home is on paid or unpaid administrative leave. According to the draft manual the Department Head will review the situation with the Town Administrator as soon as possible. The Chair will have TA Webb ask for guidance on this from the Labor Lawyers.
- Minor edits were made to the section on Military Leave.
- No changes were made to Sick Leave in Conjunction with other Town Benefits; Administrative Leave, Bereavement Leave, Court, Jury or Witness Leave, FLMA, Leave of Absence for Victims of Crime, Maternity Leave or Personal Leave of Absence
- A new section will be added further on in the manual on Temporary Alternative Duty.

The BOS revised the latest drafts and finalized the Mission Statement and Chapter 1: Purpose

The Chair will make all necessary edits to the draft Personnel Manual through Chapter 9. It will then be combined with the current document, which will have deletions made as necessary. All forms referenced in the first 9 chapters will be added. Once this is completed the document will be distributed for one final review for edits. The approval of the revised manual is scheduled for the January 9, 2012 BOS meeting.

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

Meeting adjourned at 11:53 PM.

Respectfully Submitted,
Theresa Jarvis, BOS Chair