

Selectboard Special Meeting Minutes October 14, 2019 – Town Office

Present at Meeting: Maureen Bell – Selectboard Chair, Acting Clerk
 Kord Scott – Selectman
 Richard Paré – Road Commissioner

Meeting commenced at 7:00 AM.

This meeting was convened to begin work on updating Windham's Personnel Policy. As it mostly pertains to the Road Crew, Richard joined us.

Kord had previously done some work on this policy, with guidance from Jill Muir, the Human Resources Director at Vermont League of Cities and Towns (VLCT) at the time. We have her comments attached to our current policy and will take a detailed look at them. For now, we:

- Focused on Section 19 Vacation Leave [to be retitled Paid Time Off (PTO)]. Our language is unclear. Accrue either has to be defined or replaced. Our current thought is that employees will "earn" PTO upon hiring, but only at a certain rate, i.e. X (4? 8?) hours per month, up to 40 hours in the first year. The earned PTO would continue in subsequent years based on the accelerated PTO schedule.
- Need to decide if PTO will be determined based on Calendar Year or Fiscal Year, which are currently the same, or Date of Hire.
- Need to determine what PTO benefits, if any, will be offered to part-time employees.
- Must figure out how to define and institute Flex-time, which includes planning for storm coverage and defining the succession of authority, in the event the Road Foreman is unavailable.
- Determined that when a Road Crew member is called in for an emergency situation, the minimum pay is for 4 hours. Jill pointed out The Fair Labor Standards Act (FLSA) allows the employer to schedule work as it sees fit, as long as it follows its own policies.
- Need to decide how to handle "roll over" PTO. How much, if any, is allowed?
- Must decide how to consistently handle employee evaluations and pay increases.

We will look at some surrounding Towns' plans (Weston and Grafton, at least) and speak with Marc Pickering of VTrans to see what language they use for these issues.

At the next regular SB meeting, we will determine how far we've gotten in our research and if appropriate, schedule another working session.

Kord moved that we adjourn the meeting at 8:45. All agreed.

Minutes submitted by Maureen Bell