

SELECT BOARD

Dec 20, 2023

MEMORIAL BUILDING

5:00 P.M.

WORK SESSION

Board Members Present: Poul Heilmann (chair), Amy Lewis (vice chair) and Don Hill

Poul called the meeting to order at 5:04pm.

Poul shared notes that he prepared when reviewing the current Personnel Policy of areas he felt needed attention.

Definitions (pg. 5) Full-time change definition to total of 40 hours from 5 x 8hr days.

Add: Seasonal part-time Seasonal work week at a maximum of 20 hrs.

Overtime hours were discussed, does an employee receive overtime if they took sick time or personal time during a week. The only hours that will count towards overtime would be on the job hours. Example would be is 2x8 days were on the job 1x8 sick day followed by 2x8 on the job days the following day they were called in to work 8 hr there would be no overtime but anything over 8 hours would be considered overtime.

Vacation: will not pay carry over, Vacation time cannot be carried over, Special Exception-written request to carry over up to 1 week. Vacation is a time to rest and relax and should be taken during the year it is available, not “saved up for later”. Discussion of what happens when a planned vacation at the end of the year is approved and some reason the Town needs the employee to report to work? This would be a special exception to the rule and 1 week could be carried over to the next year. Is this fair to others that were not able to take vacation earlier in the year? The Board agreed that allowing for up to 1 week of vacation time to carry over but must be used during the carry-over year and not saved up to then request additional weeks the following year.

Don really liked the spreadsheet that Amy did showing the comparison of surrounding towns including the Village District where she works. He very much liked the way Warner gives earned time as the year progresses, at year 1 an employee earns 3.33 hours each month for the first 12 months, 6.66 hours per month during years 2-6, years 6-15 a total of 15 days and year 16-25 a total of 20 days are available for vacation.

Discussion of vacation time starting at the employee’s anniversary date or at January 1. Using the anniversary date is more difficult to track while using January 1 is simplified. The Village District method combines all time off; vacation, sick and personal into one bucket. The Village District has what they call Personal Time Off, it is a combination of vacation, sick and personal days. Starting the first day an employee starts with 120 hrs (3 weeks) accrual begins on the first day of their hiring anniversary. Years 2-6 an additional 8 hours for each year of service is

added. At year 6 a total of 160 hours, from year 7-16 an additional 4 hours for each year, at year 17 the total amount of PTO time is 200 hours.

Discussion moved to health insurance and what the town currently pays. 4 full-time employees have health coverage paid by the town, 2 family plans, 1 2-person plans and 1 single plan, a fifth full-time employee does not have coverage though they receive a stipend at 40% of what would be paid if they were taking coverage.

Discussion of the Town Clerk/Tax Collector position, which part is elected vs appointed. Which part is paid as salary vs. hourly. There are a lot of extra time put in when called down to the office for different reason, calls to open a building etc. Is the salaried position required to be paid as salaried or can it be changed to hourly?

Starting January 1, 2024, anyone hired will have health coverage at 100% for the single rate and 85% of the excess. The employee will pay the additional 15% if they choose to have 2-person or family coverage.

Possible additions to be looked into include, a Hygiene or Personal Care Policy, a Procurement Policy. Tamara will look for documentation of a current Credit Card policy.

Questions of when performance evaluations were discontinued and why. Amy found during a Select Board meeting on Dec 4th, 2017 the Board voted to discontinue. The current Board feels this was done in error and should be reinstated.

Board voted to go into nonpublic session at 6:18pm for 91-A:3 II a

Respectfully submitted,
Tamara Butcher