

PERSONNEL ADVISORY BOARD MEETING MINUTES
Town Office Building, Meeting Room 1
Wednesday, January 16, 2019
6:00 P.M.

Members Present : Paul Lemieux, Mark Manolakis, Joe Kelly

Members Absent : Miriam Cambo, Marylou Fabbo

Staff Present: Nick Breault, Town Administrator, Herta Dane, HR Coordinator

Chairman Paul Lemieux called the meeting to order at 6:10 p.m.

1. Approval of Meeting Minutes:

**MOTION: “Move to approve the minutes of the November 14, 2018 meeting”
(Motion by Paul Lemieux, Seconded by Joe Kelly); Approved 3-0**

2. Old Business:

■ **Drug Free Workplace Policy**

The Board tabled this item to the next meeting.

■ **Social Media Policy**

The Board tabled this item to the next meeting.

■ **Holiday Leave Policy for Part-Time Employees**

The Board discussed briefly the proposal for paid Holiday Leave for part time employees who work a regular schedule of at least 17.5 hours per week and who normally would work on the day a holiday is observed by the Town. Mark Manolakis mentioned that he had spoken with Selectman Sue Bunnell, and Nick Breault had spoken with the other members of the Board of Selectmen, and the Board of Selectmen was not in favor of expanding paid Holiday leave to these part time employees. Joe Kelly (who was not at the meeting when this matter was discussed) emphasized that this benefit is nowadays generally extended to part time employees in the private sector to avoid loss of pay.

3. New Business:

■ **Sick Leave Policy Amendment**

The Board discussed the proposed amendments to the Sick Leave Policy for non-union/management employees. Mr. Breault explained the Town’s efforts to move the deadline for all retirement announcements in the following fiscal year to an earlier January 1 deadline to allow the Town to include this expense in the budgeting process early on. Sick Leave buy back provisions were discussed. Mr. Breault explained that the Town has been able to remove sick leave buy back benefits from one bargaining unit (the Local 98 Professional Librarians) with a provision to eliminate it for new employees hired after a date certain. The board supports working toward eliminating sick leave buy back but also discussed possible ramifications for generous sick leave earnings which are lost at time of retirement. The Board discussed possible alternatives such as disability

insurance in lieu of allowing large accruals of paid sick leave and would like the Town to explore this or other alternatives.

MOTION: “Move to approve the Sick Leave Policy as presented and/or as amended.” (Motion by Paul Lemieux, Seconded by Mark Manolakis); Approved 3-0

🏠 Vacation Leave Policy Amendment

The Board discussed the proposed amendments to the Vacation Leave Policy for non-union/management employees. Mr. Breault explained to the Board that the Town has received notice of 5 retirements and could be looking at as many as 9 in the coming fiscal year and more after that. These include public safety staff including Police Officers and Firefighters, but also a large number of department heads in important management positions. Recruiting qualified candidates for these positions is expected to be challenging. The vacation policy is currently very specific as to how much vacation time employees earn based on their length of service.

Mr. Breault and Herta Dane explained that vacation leave is considered an important part of the compensation package for any applicant for employment, but especially so for applicants in higher paying positions with a lot of years of work experience and who may be earning three or four weeks of vacation at their current place of employment. This is the reason for the amendments to allow new employees to earn at least a few vacation days to be allocated on January 1 during their first fiscal year of employment, and adding the following new language: *“The Town reserves the right to negotiate paid vacation leave with candidates for employment as part of a complete compensation package where the loss of vacation leave earned during previous relevant work experience would be detrimental to the filling of non-union/management positions with well qualified candidates”.*

MOTION: “Move to approve the Vacation Leave Policy as presented and/or as amended.” (Motion by Paul Lemieux, Seconded by Mark Manolakis); Approved 3-0

Joe Kelly asked how and when these proposed amendments would be brought to the Board of Selectmen for approval and offered to represent the Personnel Advisory Board and go before the Board to speak to these changes. Mr. Breault offered a few possible dates including January 28 or February 11, and Herta will let Joe and the board know as soon as the date and time has been determined.

3. Adjournment

The meeting adjourned at 6:50 p.m. The next meeting date is Wednesday, February 13, 2019.

Respectfully submitted, Herta Dane, Human Resources Coordinator
Minutes approved on: July 24, 2019