

WORKSESSION - PERSONNEL POLICY
FINAL

PRESENT: T. C. Tocci, S. C. Hanson, M. J. Farinola, Selectmen;
E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

WORKSHOP FOR PERSONNEL POLICY:

OTHER BUSINESS: M. J. Farinola requested to address an issue relating to the most recent invoice submitted by the Road Agent. He reviewed his concern of the work done and work not done. It was suggested to meet with R. B. Merrill, Jr. to review and obtain input. In the meantime, Board members will view the road and photos submitted by M. J. Farinola in advance of meeting with the Road Agent.

T. C. Tocci noted that the Board is using a model personnel policy obtained from the Local Government Center. The Board agreed to review the draft personnel policy document marked 4/7/08 page by page, allowing time for E. N. Small to make the changes for re-review at the conclusion of the entire document. E. N. Small noted that the italicized information sections are provided as a guide to help prepare the document.

M. J. Farinola noted that there needs to be a differentiation between elected officials and municipal employees. E. N. Small stated that this personnel policy is for employees that fall under the Fair Labor Standards Act. M. J. Farinola requested a statement be added that reads "Elected Officials are not subject to the following." E. N. Small will add this statement to page ii.

Comments and questions resulted as follows:

Page 1: E. N. Small will check with the Local Government Center with regard to "veteran status" and whether Federal rules require this to be part of the policy under Equal Employment Opportunity.

Page 2: The term "veteran status" carries through to this page as well. It was suggested to add a section E. to Sexual Harassment (page 4) to allow a statement for training on a regular basis (every two years).

Page 4: With regard to the section for sexual and other unlawful harassment, E. N. Small will add a statement to read "If the Department Head or Town Administrator is involved, then the employee should bring the matter to the attention of the Board of Selectmen." E. N. Small will research and provide a procedure for reporting as well.

Page 6: The term "supervisor" needs to be changed to Department Head to keep consistency. This term is repeated in future pages and needs changing as identified.

Under the section Employment Classifications, the Board added the category of call employees. E. N. Small will research the matter of the number of regular hours scheduled to work for part-time employees. Should it be 30, 40 or other? E. N. Small will also add a listing of employee positions that fall under the Exempt category and revise the last line of the NON-EXAMPT AND EXEMPT EMPLOYEES paragraph to read "...pay in accordance with the Fair Labor Standards Act and the town of Hampton Falls personnel policy."

Page 7: A paragraph is to be added under the section PAY/PAY PERIODS similar to the paragraph provided, however, addressing monthly paid employees and annual stipend pay for call employees.

The term “our business” is to be revised to read “your employment” under the WORK WEEK/HOURS OF WORK section.

E. N. Small will research and verify whether each asterisk item for authorized deduction needs to remain in accordance with law or whether certain items identified can be removed.

Page 9 review identified a number of grammatical changes.

Page 10: The last line of the section entitled OVERTIME was revised to read “Town employees engaged in fire protection activities will *not* be entitled to overtime pay...”

E. N. Small will add a statement with regard to meal periods under the section BREAKS AND MEAL PERIODS.

Page 11: The section HOLIDAYS was revised to read “Full-time and part-time employees *only* are entitled to be paid holidays listed...” The last sentence of this section “Temporary employees are not entitled to paid holidays.” is to be deleted.

Page 12: M. J. Farinola inquired as to whether part-time personnel are paid vacation time. Following discussion of elected officials versus municipal employees, it was suggested to adjust the wording to apply to elected officials. M. J. Farinola suggested that paid vacation no longer apply to any new hires of part-time employees noting that it is difficult to take benefits away from those who currently have the benefit. Paragraph two was revised to read “Full-time employees ~~and part-time employees~~ are eligible for paid vacation. ~~Temporary employees are not entitled to paid vacation time.~~ Effective immediately, new part-time hires are not entitled to vacation pay.”

Discussion took place with regard to whether employees should be allowed to accrue up to two years of vacation time. Police Chief R. Dirsra will be invited to the next work session to address this matter.

The next work session will continue with the last paragraph of Page 12.

MOTION: To adjourn the meeting at 9:10 p.m.

MOTION: S. C. HANSON
SECOND: T. C. TOCCI