

WORK SESSION PERSONNEL POLICY

PRESENT: F. J. Ferreira, Jr., Chairman; S. C. Volpone, Jr., Selectmen;
E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

DRAFT PERSONNEL POLICY: A copy of a personnel policy for another New Hampshire town has been obtained. This policy is based on criteria set forth by the Local Government Center and the policy, itself, has been reviewed and approved by Attorney Bart Mayer in the past. A page by page review of a draft personnel policy dated November 15, 2006 took place. Some formatting, grammatical and contextual changes were made and questions regarding the legality of some issues were raised. It was identified that some policies and definitions need to be put in place as well as a need to obtain forms as outlined in the policy. E. N. Small noted these questions in order to contact counsel for input and guidance.

Suggestions were made to list current job positions and identify them by category as noted in the policy. Request was also made to chart total compensation and benefits in order to identify the percentage it represents of the overall budget.

The discussion and review concluded at page 23. A date and time of Monday, December 4, at 8:00 a.m. was set to resume review.

This work session concluded at 3:30 p.m.

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