A Dunbarton Board of Selectmen (BoS) Workshop on the Town’s Personnel Plan was held on Monday, July 30, 2018 at the Dunbarton Town Offices.

Board Members present:
- Mike Kaminski, Chair
- Dave Nault, Selectman
- Robert “Bob” Martel, Selectman

Town Officials/Others Present
- Line Comeau, Town Administrator

Michael Kaminski called the meeting to order at 3:00pm.

Michael Kaminski noted for the record that the purpose of the meeting was to review the Town Employees Personnel Manual and that no public comment would be entertained. The meeting was recessed for ten minutes pending Selectman Nault’s arrival.

David Nault arrived at 3:15pm

Michael Kaminski made a motion to open the workshop with the full Board present, along with the Town Administrator at 3:15pm.

There was no public present during this workshop.

Line Comeau, presented the Board with a summary sheet of the changes the Board has been mentioning should be discussed.

By Board consensus, the following changes, were made and noted in yellow.

Section IV. TIME AWAY FROM WORK AND OTHER LEAVE BENEFITS

HOLIDAYS

Full-time employees are entitled to the paid holidays listed below (add and strike the following); and are paid at a standard eight (8) hour workday. For hourly employees, holiday pay will be paid at the straight-time hourly rate. *(Amendment adopted at BOS 08/09/2018)

Section III. COMPENSATION AND HOURS OF WORK

There was general discussion to establish set work hours with a maximum per day for hourly employees.
Dave Nault stated that because the issue with an employee working more than their regular schedule had been discussed at an earlier Board meeting, felt that this had already been addressed. By consensus, no changes were made, but to note that emergencies would be handled by exception.

Section III. COMPENSATORY TIME

There was general discussion regarding Compensatory Time becoming a liability for the Town. By consensus, the following paragraph will be added to Compensatory Time and reviewed at a later date to determine extinguishing this category altogether.

Compensatory time is defined as unpaid time earned by an employee for hours worked in excess of the normally-scheduled work week or forty (40) hours. It will be credited at the rate of time and one half (1 ½) hours for each overtime hour worked. (add the following); Compensatory time may be taken in hourly increments. The Town will not pay employees for unused compensatory time at the end of the year. Compensatory Time may not be carried over and accumulated in subsequent years. *(Amendment adopted at BOS 08/09/2018)

Compensatory time will be authorized only under strictly controlled circumstances with prior approval of the Department Head or the Board of Selectmen. Compensatory time will not be authorized for the completion of regular duties; however, extraordinary work may be offset by compensatory time. Compensatory time may be accrued to a maximum of one (1) normally scheduled work week of forty (40) hours.

Section IV. PERSONAL DAYS

Each employee who uses less than two full days of sick leave in a twelve (12) month calendar period shall be awarded two (2) personal days. Personal days shall be accrued in hours each year and must be used in the following year (add the following); and are paid at a standard eight (8) hour workday. Personal Days may not be carried over and accumulated in subsequent years except when approved by the Board of Selectmen. *(Amendment adopted at BOS 08/09/2018)

Line Comeau asked the Board if they would consider Personal Day for part-time employees with longevity. Dave Nault stated that he would not be in favor of offering additional part time benefits at this time. There was no further discussion on this subject.

Section IV. SICK LEAVE

The Town provides paid sick time to all full-time employees. Sick time may be used in hourly increments, and employees will be paid at the normal straight time. Sick pay may not exceed the regular scheduled hours per day/per week.

There was general discussion by the Board. By consensus because sick time can be used in hourly increments no changes were needed.

Section IV. Bereavement Leave

Full-time employees will be granted time off from work without loss of pay in connection with the death of a relative in accordance with the following policy.
In the event of the death of an employee’s immediate family, the Town will provide three (3) days paid time off *(add the following); and are paid at a standard eight (8) hour workday.* “Immediate family” includes spouse, children (including biological or by adoption), step-children, parents, brothers, sisters, step-parents, step-brothers, step-sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren of the employee. *(add the following); One of the above family relationships must be documented on the bereavement leave request.* *(Amendment adopted at BOS 08/09/2018)*

Section IV. **MEDICAL and DENTAL BENEFIT PLAN**

There was general discussion on the current plan for medical and dental. The Board by consensus will review possibly making the plan the same for all employees and/or reviewing cost sharing for any increase when the Board meets with the Health Care provider in September.

Michael Kaminski made a motion to adjourn the meeting at 4:57pm. Seconded by Dave Nault. Vote: 3-0

Respectfully Submitted,

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Line Comeau, Recording Secretary

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Mike Kaminski, Chair

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Bob Martel, Selectman

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Dave Nault, Selectman