

**Town of Swanzey, New Hampshire**  
**Personnel Policy Review Committee**  
Meeting – September 3, 2014  
Swanzey Police Station, 34 Eaton Road, Swanzey, NH

**Present at Meeting:** The meeting was called to order by Human Resources and Services Coordinator Edna Coates at 2:12 p.m. at the Swanzey Police Station. Present were Human Resources and Services Coordinator Edna Coates, Swanzey resident Michael Goldschmidt, Department of Public Works (DPW) employee Ann Bedaw, Bookkeeper Theresa Louder and Recording Secretary Beverly Bernard.

**Absent:** Chief of Police Thomas DeAngelis, Resident Care Giver III Donna Allen, and Town Administrator Shane O’Keefe.

**Others Present:**

No others were present at the meeting.

**Minutes:**

- Meeting minutes of August 20, 2014 – **motion** was made by Coates to accept the meeting minutes as distributed. There was no second and the motion was withdrawn. Coates made a motion to defer the minutes to the next meeting. All were in favor except Louder who abstained. ***Motion passed.***

**New Business:**

**Minutes**

There was a discussion regarding the draft minutes and Goldschmidt asked that the minutes be sent to the Committee as soon as they are completed in draft form. The rest of the Committee agreed.

**Old Business:**

**Review of Current Personnel Policy**

Bedaw began a discussion referring to pages 5 and 6 regarding hours worked. A discussion ensued regarding how to approach the review of the policy chapters.

Coates referred to a document that showed the Town paid out 211 hours in overtime and a total of \$30,000 in overtime pay for the year 2013. Sick time counts as hours worked and those hours count towards overtime. Coates also shared with the Committee another document that related how other communities manage overtime compensation. Coates said that she thought the Committee would address this section on overtime first and then begin a general review starting with Chapter one.

Goldschmidt asked for time to review the documents Coates provided. Bedaw asked if the overtime was broken down by departments and if so, which department gets the most overtime. Coates said that the DPW does have about the highest overtime due to plowing in the winter and washouts during the summer. Goldschmidt asked for the Excel spreadsheet to sort the data. The Committee agreed to review the materials provided by Coates for discussion at the next meeting.

Goldschmidt said that while reviewing the Personnel Policy it was his opinion that the document was verbose and not well written. Coates agreed and suggested that it should be re-written. Goldschmidt

made some suggestions on how to re-write some of the statements and offered to take on the task of modifying the document to make the text easier to read and comprehend.

Goldschmidt also proposed the addition of the following:

- Hiring policy
- Conflict of Interest policy
- Serving on Boards
- Outsourcing

Coates added:

- Disciplinary policy including attendance/absenteeism

Louder added:

- Complaint/Grievance policy
- Evaluation procedures policy

It was noted by Coates that there are personnel policies that are in use but were approved separately from the Personnel Policy and are not included in the Personnel Policy documentation. Coates listed the following as being separate policies: a Sexual Harassment Policy, a Nepotism Policy, a Conference Meeting and Travel Expense Policy, an On-call Policy for the Carpenter Home, a Uniform Policy for the Carpenter Home, a Purchasing Policy, a Call-in and Pay policy for the Fire Department, and a Special Duty Policy.

There was a discussion regarding regular reviews by Department Heads of the Personnel Policy and the responsibility of the Department Heads to relay to their staff any updates or changes in the Policy.

Louder referred to Chapter 2 and suggested that the information in that Chapter be split it into three separate chapters. Coates also suggested that the titles could be changed. Discussion occurred regarding seasonal employee versus temporary part-time employee definitions. Goldschmidt asked if temporary employees get benefits and Louder said that they do not.

Coates mentioned that she felt that absenteeism is a discipline/management issue. Goldschmidt said that he thought there could be a general policy that would apply to all departments. A discussion occurred about employees failing to work full hours that are expected of them. Bedaw suggested that it is a housekeeping issue. Coates agreed.

Goldschmidt suggested that the definition of a full time employee could be included in the Personnel Policy. Coates stated there is already a definition that states a requirement to work 30 hours per week to be considered full time. Discussion occurred regarding vacation or sick time to calculate overtime. Vacation time and sick time are now included in hours worked. Goldschmidt suggested hours worked for full time status be considered separately from hours worked for overtime pay. Louder said that she didn't agree. Louder said that in the past union and non-union folks had different sets of circumstances and she didn't want to see a new personnel policy to end up with different definitions for different people.

Bedaw suggested that leave time count for everything that you need it to count for including overtime. She said that if you are entitled to a leave, but you are called in, that is taking away a benefit from the employee. Goldschmidt said that he believes there is a law involved – State Wage and Hour – which does not include leave as hours worked and he will research to be sure. He said he isn't sure if the Town can be more lenient or stricter in application of the law.

There was a brief discussion regarding Bedaw representing the DPW and discussion she has had with the Director of DPW Lee Dunham. There was a discussion about timesheets and hours placed on timesheets. Bedaw said the DPW employees calculate their hours down to the nth degree and don't get paid for hours they didn't work. But she also said DPW employees would not want to lose sick time included in hours worked. Coates noted that the New Hampshire Municipal Association mentions the 2 hour rule: If you get called back to work, there is a 2 hour minimum to be paid.

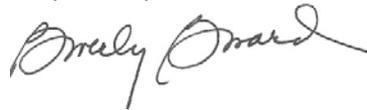
**For the next meeting:** Recommendations for text changes by Goldschmidt, and everyone is to review the materials Coates provided that showed what the Town paid out for overtime in hours and pay for the year 2013 and another document that related how other communities manage overtime compensation. Coates will email them to everyone.

**Next scheduled meeting:** September 17, 2014 at 2:00 p.m. at the Police Station

**Adjournment:**

Louder **moved** to adjourn the meeting, Coates seconded, and all were in favor. ***Motion passed.***  
Adjournment occurred at 3:19 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Beverly Bernard".

Beverly Bernard, Recording Secretary

Approved on October 2, 2014