

**Town of Swanzey, New Hampshire**  
**Personnel Policy Review Committee**  
Meeting – October 23, 2014  
Swanzey Police Station, 34 Eaton Road, Swanzey, NH

**Call to Order**

The meeting was called to order by Town Administrator Shane O’Keefe at 2:12 p.m. at the Swanzey Police Station. Present were Town Administrator Shane O’Keefe, Police Chief Tom DeAngelis, Human Resources and Services Coordinator Edna Coates, Bookkeeper Theresa Louder, Interim Clinical Coordinator/Caregiver III Donna Allen, resident Michael Goldschmidt, and Public Works employee Ann Bedaw (arrived at 2:37 p.m.).

**Others Present**

No others were present.

**Minutes**

O’Keefe suggested that Committee members could rotate minute-taking duties at this and future meetings as Town minute-taker Beverly Bernard is unavailable most Thursday afternoons. He volunteered to take the minutes of this meeting.

Goldschmidt moved to change the Committee meeting day to one that Beverly Bernard can attend to take minutes. The motion was seconded by Louder. All in favor. **Motion passed.**

- Meeting minutes of October 2, 2014 – motion was made by Coates to accept the meeting minutes as presented. The motion was seconded by Louder. **Motion passed 5-1**, with O’Keefe, DeAngelis, Coates, Louder and Allen voting Aye, and Goldschmidt voting nay.

**Old Business**

Sick Leave Donation - Following up on the previous meeting, O’Keefe presented sick leave donation policies from other communities, specifically Brattleboro, VT and Gilford, NH. The former allows employees to confidentially donate one day per year to a pool, which can be accessed by any employee meeting specific criteria, while the latter allows for employees to donate sick leave hours directly to a specific employee meeting specific criteria.

Bedaw entered the meeting at 2:37 p.m.

The relative merits of each were discussed, such as whether an anonymous pool or direct donation was the best way to handle such a benefit. The question of whether to include regular part-time employees with significant tenure with the Town as a reward for their dedication was discussed. O’Keefe will contact both communities to determine how the mechanics of each works and report back to the Committee.

Sick Leave Bonus - Louder raised whether to propose a sick leave bonus program, whereby employees would receive a financial bonus as an incentive not to use sick leave. O’Keefe stated that while this may have some merit he was of the opinion that the Town did not want to also create an incentive for sick employees to come to work and potentially infect others in order to receive a bonus. There was further discussion on this.

## **New Business**

The Committee continued its review of the existing Personnel Policy for recommended changes.

CH. IV – Physical Examinations. As some departments may conduct examinations beyond just physical conditions, such as mental condition, it was agreed that this section should be renamed “Medical Examinations”, and the language should be changed to state that “The sole purpose of the examination is to insure that the employee is able to meet any job-specific and/or State/Federal physical requirement directly related to the job”.

CH.V – Work Week.... There was discussion about pursuing a 40-hour work week for full-time employees at Town Hall, instead of the present 37.5 hours specified under Sec. 5.2. Hours are presently 8:45 a.m. to 5:15 p.m. (except for Wednesday, which is one hour earlier on each end) with a 1-hour unpaid lunch. A 40-hour work week could be 8:30 a.m. to 5:30 p.m., with a 1-hour unpaid lunch. As there are only 4 full-time hourly employees at Town Hall this would not have a significant impact on the budget, and would streamline the calculation of sick-leave accruals for Finance Office staff. It was agreed to remove the 37.5-hour Town Hall work week reference under Sec. 5.2, thus making it a 40-hour work week for all departments except for the Fire Department. It was agreed to eliminate Sec. 5.2a regarding Department Head work weeks, but to establish a new Sec. 2.3 to define Department Heads that provides language to the effect that “The following employees, who are considered Department Heads, may at the discretion of the Selectboard enter into a memorandum of understanding that provides for conditions that supersede those specified elsewhere herein”. It was agreed to combine all departments except for the Fire Department into a single listing of “All other Town Departments over 40 hours” in the reference to the overtime requirements under Sec. 5.4. Louder suggested excluding salaried full-time employees from working as on-call firefighters due to extra pay received from the Town beyond their salary. There was discussion about the benefit of having Town employees locally who can attend to emergency calls. It was agreed to revisit this issue.

Other sections reviewed for which no changes were at the time suggested were: Sec. 5.3, 5.5, and 5.6.

CH.VI – Uniforms.... No changes suggested.

## **Next scheduled meeting**

It was agreed not to schedule a meeting until it was known when minute-taker Beverly Bernard is available to take minutes.

## **Adjournment**

The meeting was adjourned at 4:01 p.m.

Respectfully submitted,

Shane P. O’Keefe, Town Administrator

Approved on November 6, 2014.