

Town of Swanzey, New Hampshire
Personnel Policy Review Committee
Meeting – November 20, 2014
Swanzey Police Station, 34 Eaton Road, Swanzey, NH

Present at Meeting: The meeting was called to order by Town Administrator Shane O’Keefe at 10:13 a.m. at the Swanzey Police Station. Present were Human Resources and Services Coordinator Edna Coates, Carpenter Home Caregiver III Donna Allen, Town Administrator Shane O’Keefe, Bookkeeper Theresa Louder and Recording Secretary Beverly Bernard.

Absent: Police Chief Tom DeAngelis, Swanzey resident Michael Goldschmidt, Department of Public Works (DPW) employee Ann Bedaw.

Others Present: No others were present at the meeting.

Minutes:

- Meeting minutes of November 6, 2014 were considered. **Motion** was made by Allen to approve the minutes of November 6, 2014 with correction for spelling of “appendices”. There was a second by Louder. All were in favor. The **motion passed**.

Old Business:

Review of Current Personnel Policy

The Committee continued its review of the current Personnel Policy. Louder passed out a draft for a proposed new Chapter tentatively named “Healthcare Flexible Spending Accounts (FSA) with Debit Card Options” and “Dependent Care Reimbursement Accounts (DCRA) with Debit Card Option”. Discussion was held regarding eliminating limits and instead referring to limits “as set from time to time by the Board of Selectmen.”

O’Keefe said he has not had time to research and write up proposed text for decreasing short term life insurance in regard to adding long-term disability benefits.

Chapter X: Holidays-Town Hall, DPW, Police Salaried, Police non-Sworn & Sewer Commission Personnel – suggested change by Louder to change the Title to “Town Hall, Public Works, Police (Salaried & Non-Sworn) and Sewer Commission Personnel”.

Coates suggested that part-time folks might receive Holiday pay based on average hours worked. Louder said it could be based on hours worked per quarter. O’Keefe suggested paid-time-off (PTO) be considered for part-time workers.

Item 10.1 – Louder suggested a change referring to “Public Works” instead of “DPW” and use parentheses (Salaried & Non-Sworn) in the Title. PTO was further discussed. Coates said one issue is the pay-out when an employee leaves. Louder suggested providing more earned time for long-term employees and Coates mentioned it could be a percentage based on the number of years employed. Louder and O’Keefe said that bereavement and jury time should be kept separate. O’Keefe asked for research to see what other towns offer and Louder and Coates offered to do so.

Item 10.2 - may change the numbers if the Board approves – to be determined

Item 10.3 – no change

Item 10.4 – The Committee agreed to add “as determined by the Department Head” in reference to “unauthorized reasons”.

Item 10.5 – The Committee agreed to remove this item entirely.

Item 10.6 – The Committee agreed to modify statement “for work required to be performed on a holiday”, “salaried employees required to work on a scheduled holiday”, “shall receive equivalent time off plus one half within two weeks of the holiday” and “documented on their timesheet”.

Item 10.7 – The Committee decided to leave this item as is for the moment and re-visit at a later date.

Chapter XI: Floating Holidays – Town Hall, DPW, Sewer Commission & Police Salaried and Non-Sworn Personnel – suggested change by Louder to change the Title to “Town Hall, Public Works, Police (Salaried & Non-Sworn) and Sewer Commission Personnel”.

Item 11.1 – A decision was made to replace “a” with “per” in the first sentence in reference to floating holidays in a calendar year.

Discussion was held regarding the entire section Items 11.1 through 11.6. It was noted that three departments do not get floating holidays: Recycling Center, Carpenter Home, and Sworn Police Department officers. Discussion was held regarding combining time off into Paid-Time-Off rather than having different categories in order to simplify reporting. O’Keefe asked Allen to research how other towns are handling Paid Time Off and to share her results at the next meeting of the Committee.

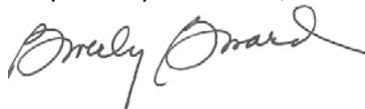
Next scheduled meeting: December 4, 2014 at 10:00 a.m. at the Police Station.

Adjournment:

Louder **moved** to adjourn the meeting, seconded by Allen, and no further discussion. All were in favor.

Motion passed. Adjournment occurred at 11:38 a.m.

Respectfully submitted,



Beverly Bernard, Recording Secretary

Approved on December 4, 2014