

**NEW DURHAM BOARD OF SELECTMEN**  
***Human Resource Policy Workshop***  
**New Durham Community Room**  
**April 30, 2018, 9:00am**

*DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. The draft will be posted on the website as a draft copy for public informational use only.*

**Present:**

Chair David Swenson  
Selectman Cecile Selectman Chase  
Selectman Dorothy Viesel

**Also Present:**

Scott Kinmond, Town Administrator  
Donna Young, employee  
Karen Kehoe, employee  
Amy Smith, employee

**Call to Order**

Chair Swenson called the meeting to order at 9:00am.

Chair Swenson stated a resignation was received from David Horne and this was reviewed and accepted by the Board and Town Administrator Kinmond.

**Public Input**

Donna Young, employee, stated she is part of group organized by Town employees and she presented letters as a representative of the employees of the Town. Copies of the letters and statements regarding the Board of Selectmen's decision to not provide vacation pay and sick days to part time employees, were presented to the Board. Chair Swenson replied the Board of Selectmen has worked over the last couple years to provide pay increases. Selectman Chase thanked the employees for their input.

**Human Resource Policy Review**

**On-Call Policy**

The Board reviewed the edits discussed at the last meeting. There was further discussion of additional edits.

**Overtime Policy**

The Board reviewed the edits discussed at the last meeting. No further edits were made.

**Pay and Pay Period Policy**

The Board reviewed the edits discussed at the last meeting. No further edits were made.

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Reporting of Time Worked

The Board reviewed the edits discussed at the last meeting. No further edits were made.

Work Week and Hours Worked Policy

The Board reviewed the edits discussed at the last meeting. No further edits were made.

Direct Deposit Policy

The Board reviewed the edits discussed at the last meeting. No further edits were made.

Payroll Deductions Policy

The Board reviewed the edits discussed at the last meeting. Ms. Swenson explained some research she did among NH state regulations and further edits were discussed.

Bereavement Leave Policy

The Board reviewed the edits discussed at the last meeting. No further edits were made.

Military Leave of Absence Policy

The Board reviewed the edits discussed at the last meeting. No further edits were made.

Ms. Swenson noted an edit was made regarding stipend employees in the Employee Classification Policy, which was previously approved.

**Chair Swenson made a motion to approve as amended and reviewed on April 30, 2018 Board of Selectmen meeting the human resources policies of On Call, Overtime, Pay and Pay Periods, Reporting of Time Worked, Work Week and Hours worked, Direct Deposit, Payroll Deductions, Garnishment of Wages, Rest and Meal Breaks, Bereavement Leave, Military Leave of Absence, Maternity Leave, Jury Duty Leave, Personal Leave and Personal Time Off. Selectman Viesel seconded the motion. Motion passed, 3-0-0.**

Town Administrator Kinmond stated at the April 11 meeting there was discussion relative to holiday scheduling and explained the way it is now, if a part time employee is scheduled for a holiday but the Town Hall is closed, they do not receive any compensation. He explained the way the policy is currently written, Highway Department part time employee time is handled differently from those of Town Hall. Chair Swenson stated he disagrees with the interpretation. The Board reviewed and discussed the policy for further edits. Town Administrator Kinmond gave a summary of the information he had gathered regarding benefits for full time employees in surround communities. The Board discussed the information and Chair Swenson stated he would like a formal report for further review. The Board also discussed paid-time off, personal time off and holidays.

Job Performance Review Policy

The Board agreed to include this policy in the Human Resources Manual. The Board reviewed and discussed the policy. Selectman Chase stated she wants to be sure

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employees are able to have adequate time to review the assessments. The Board discussed edits as well as changes to the review process.

**Future Meetings**

May 3, 2018, 8:30am – New Durham Community Room, Non-Public session – Finalize Performance Reviews

May 14, 2018, 7:00pm – New Durham Town Hall

May 15, 2018, New Durham Community Room – Human Resources Policy Workshop

May 21, 2017, 7:00pm – New Durham Town Hall

**Adjourn**

**Chair Swenson made a motion to adjourn. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

The meeting was adjourned at 10:42am.

Respectfully Submitted,

Jennifer Riel, Recording Secretary