

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

Final Approved 05-14-18

Present:

Chair David Swenson
Selectman Cecile Chase
Selectman Dorothy Veisel

Also Present:

Scott Kinmond, Town Administrator
Donna Young, Employee
Karen Kehoe, Employee
Amy Smith, Employee
Joan Swenson, Resident

Call to Order

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

Chair Swenson stated a resignation was received from David Horne and this was reviewed and accepted by the Board and Town Administrator Kinmond. The Board requested that TA Kinmond send a letter to Mr. Horne thanking him for his service to the Town and wishing him well.

Public Input

Donna Young, employee, stated she is part of group organized by Town employees and she read a letter as a representative of the employees of the Town. Chair Swenson replied the Board of Selectmen has worked over the last couple years to provide market competitive pay increases to all Town employees. 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 and 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.

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 adding the definition of stipend employees in the Employee Classification Policy section which had been 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 Veisel seconded the motion. Motion passed 3-0-0.

Town Administrator Kinmond stated at the April 11, 2018 BoS 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 holiday pay 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 part time employees in surrounding 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 and Personal Time Off policies.

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

New Durham Board of Selectmen Meeting
April 30, 2018

Future Meetings

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

May 14, 2018, 7:00 p.m. – New Durham Town Hall

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

May 21, 2017, 7:00 p.m. – 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 10:42 a.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary