

**NEW DURHAM BOARD OF SELECTMEN**  
***Human Resources Policy Workshop***  
**New Durham Town Hall**  
**April 2, 2018, 7:00 p.m.**

**Final Approved 04-09-18**

**Present:**

Chair David Swenson  
Selectman Cecile Chase  
Selectman Dorothy Veisel

**Also Present:**

Scott Kinmond, Town Administrator  
Joan Swenson, resident and resource consultant for HR Policy development

**Call to Order**

Chair Swenson called the meeting to order at 7:00 p.m.

**Human Resources Policy Review**

Chair Swenson explained the process was started late last year to look at the Town's Human Resource Policies and to improve the documents' usability for the Town.

The Board reviewed the policies edits and developed by Ms. Swenson since the last Board of Selectmen meeting. Chair Swenson noted there are a total of 41 policies to date to work through.

Ms. Swenson explained the various resources she utilized to develop the policies including national human resource entities, various State of New Hampshire agencies and RSA requirements, and her thirty plus years of experience in Human Resource management.

The Board agreed to make motions for approval after the review of all the policies.

**EEOC Policy**

The Board agreed to include this policy in the Human Resources Manual. No edits were made.

**ADA Policy**

The Board agreed to include this policy in the Human Resources Manual. No edits were made.

**Anti-Harassment Policy**

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The Board agreed to include this policy in the Human Resources Manual. No edits were initially made. After review of the Sexual Harassment Policy it was agreed by consensus to assure the reporting process for the two policies be fully aligned.

Sexual Harassment Policy

The Board agreed to include this policy in the Human Resources Manual. Ms. Swenson explained her reasoning in having a more specific policy aside from the prior, more generic Anti-Harassment policy. Selectman Chase concurred that it was appropriate to include this more specific policy. The Board discussed wording to ensure issues are promptly addressed as well as regular, ongoing updates with the parties involved in the investigation.

Severe Weather Policy

The Board agreed to include this policy in the Human Resources Manual. The Board made edits to the policy for clarification.

Exempt / Non-Exempt Classification Policy

The Board agreed to include this policy in the Human Resources Manual. Town Administrator Kinmond recommended some changes regarding seasonal temporary employees.

Holiday Schedule Policy

The Board agreed to include this policy in the Human Resources Manual. There was extensive discussion about the holidays offered to employees and how they were determined. Selectman Chase stated she wants to be sure the Town remains competitive with their compensation package including holidays. Edits were made for clarification.

The Board concurred more information and justifications are needed before approving this policy.

Chair Swenson suggested taking action at the next workshop session for the policies reviewed after the changes have been made.

**Future Meetings**

Monday, April 9, 2018, 6:00 p.m., Public Session, New Durham Town Hall with Non-public session to follow the public session.

**Adjourn**

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

The meeting was adjourned at 8:55 p.m.

Respectfully Submitted,  
Jennifer Riel, Recording Secretary