

**NEW DURHAM BOARD OF SELECTMEN  
*Human Resource Policy Workshop*  
New Durham Community Room  
April 11, 2018, 7:30 a.m.**

**Final Approved 05-14-18**

**Present:**

Chair David Swenson  
Selectman Cecile Chase  
Selectman Dorothy Veisel

**Also Present:**

Scott Kinmond, Town Administrator  
Joan Swenson, resident

**Call to Order**

Chair Swenson called the meeting to order at 7:34 a.m.

**Public Input**

None.

**Human Resource Policy Review**

**ADA Policy**

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

**Introductory Period Policy**

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

**Exempt/Non Exempt Personnel Policy**

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

**Anti-Harassment Policy**

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

**Severe Weather Policy**

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

**Employment Classifications Policy**

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

**Sexual Harassment Policy**

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

**Employment at Will Policy**

*New Durham Board of Selectmen Meeting  
April 11, 2018*

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

Holiday Policy

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

Selectman Chase joined the meeting at 7:42 a.m.

On-Call Policy

The Board reviewed the policy and edits were discussed. Town Administrator Kinmond explained the budgeting done by the Police Chief as well as how the scheduling works. Clarifications were added in regards to the rates and handling calls.

Chair Swenson updated Selectman Chase and the Board agreed to approve the reviewed and edited policies as described in these minutes noted prior of the On-Call Policy section.

**Selectman Chase made a motion to approve the Human Resource Policies as amended: EEOC, ADA, Anti-Harassment, Sexual Harassment, Introductory Period, Severe Weather, Exempt / Non-exempt Classifications, Employment at Will, and Holiday. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

Overtime Pay Policy

The Board agreed to include this policy in the Human Resources Manual. The Board discussed the scenarios where overtime occurs and whether it is a condition of employment. Edits were made.

Pay Period Policy

The Board agreed to include this policy in the Human Resources Manual. Edits were made.

Reporting of Time Worked Policy

The Board agreed to include this policy in the Human Resources Manual. Edits were made including the definition of stipend employees.

Workweek and Hours of Work Policy

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

Direct Deposit Policy

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

Garnishment of Wages Policy

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

*New Durham Board of Selectmen Meeting  
April 11, 2018*

Payroll Deductions Policy

The Board agreed to include this policy in the Human Resources Manual. Edits were made.

Rest and Meal Breaks Policy

The Board agreed to include this policy in the Human Resources Manual. The Board discussed with Town Administrator Kinmond how breaks are handled within Town Hall. Edits were made.

Bereavement Leave Policy

The Board agreed to include this policy in the Human Resources Manual. Edits were made.

Maternity Leave Policy

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

Military Leave Policy

The Board agreed to include this policy in the Human Resources Manual. No edits were made at this point but Town Administrator Kinmond will follow-up to determine the availability of military coverage.

Jury Duty Policy

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

Personal Leave Policy

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

Health, Life and Disability Insurance Policy

The Board agreed to include this policy in the Human Resources Manual. Edits were made.

Voting Time Off Policy

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

Ms. Swenson stated she does not see anything currently included in the book regarding the Ethics Policy. Town Administrator Kinmond explained it's currently an addendum. The Board confirmed it needs to be included. Ms. Swenson also suggested including an Employment of Minors policy. She asked if there is any position that requires licensure and certification and it was agreed a policy is needed for this as well.

The Board agreed to continue this meeting to April 12, 2018 at 8:00 a.m. The purpose for the continuation will be to begin the employee evaluation process.

*New Durham Board of Selectmen Meeting  
April 11, 2018*

**Chair Swenson made a motion to continue the April 11, 2018 Board of Selectmen meeting to April 12, 2018 at 8:00 a.m. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

The meeting was dismissed at 9:24 a.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary