

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

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 Chase
Selectman Dorothy Veisel

Also Present:

Scott Kinmond, Town Administrator
Joan Swenson, resident

Call to Order

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

Human Resources Policy Review

Chair Swenson explained the process was started late last year to look at the human resources 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 work through.

Ms. Swenson explained the various resources she utilized to develop the policies including various State of New Hampshire agencies.

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 made.

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. Selectman Chase concurred. 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.

Except /Non-Except 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. 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 after the changes have been made.

Future Meetings

Monday, April 9, 2018, 7:00pm, Non-public Session, New Durham Town Hall

Monday, April 9, 2018, 7:00pm, Public Session, New Durham Town Hall

Adjourn

Chair Swenson made a motion to adjourn. Selectman Viesel seconded the motion.

Motion passed, 3-0-0.

The meeting was adjourned at 8:55pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary