



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

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Board of Selectmen Meeting

August 30, 2021 - Academy Building – 4:30 P.M.

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

Present: Vice-Chairman Vincent Baiocchetti, Selectman Evan Collins, Town Administrator- Heather Carpenter, Town Clerk/Tax Collector-Maura Thomas, Transfer Station-Ron Nason, Fire Chief-Paul Hempel, and Road Agent-Paul Perkins. *Selectman Mark Warren and Police Chief Matt Currier were absent with notice.*

PERSONNEL POLICY WORKSHOP – Department Heads

Personnel Policy workshop is being held to work on the Personnel Policies and Procedures for the Town of Gilmanton. TA has rewritten and reworked some of the policies on the agenda to be discussed collaboratively.

Beginning Outline -- Our Workplace, Equal Employment Opportunity and Policy Against Discrimination, Sexual Harassment Policy, and Reporting Sexual Harassment to be given to all employees, full-time, part-time, and elected officials will be required to sign.

Town Clerk/Tax Collector – Accommodation for Individuals with Disabilities, requesting to adjust the verbiage from "Please notify your Department Head" to also include notifying Human Resources or Town Administrator. (Page 12, last paragraph)

Selectman Baiocchetti – Wants to increase the communication between the departments and the Board of Selectmen's Office, which includes the Town Administrator, Finance, and Human Resources. The chain of communication is from Employee to Department Head, to Selectmen's Office, and if needed to the Selectmen.

Fire Chief – Agrees with Maura regarding the verbiage and also added Department Head should contact Human Resources to discuss the option for the Employee's need and confer about the accommodation to be made.

Selectman Collins -- Agreed Department Heads should not be making the decisions solely on their own and it protects them as Department Heads.

Recommendation -- The Department Head will notify Selectmen's Office or Human Resources within a certain amount of time or as soon as they are aware there is an issue so that we may determine eligibility for accommodation and identify reasonable accommodations.

Town Administrator – Agreed that the communication portion of this policy is going to need to be worked on and everyone needs to practice it.

Fire Chief – Believed that most of these issues are present at the point of Employment for the most part unless it's an employee that gets injured.

Town Administrator – Agrees that on Medical Accommodations, not everyone makes them aware upon Employment that accommodations need to be made and it's disclosed as an issue that is brought up after Employment.

Application for Employment – Full-time, Part-time, Salaried, Temporary, Non-Exempt, and Exempt detailed in policy – no changes.

Employee Status -- Probationary Period

Selectman Baiocchetti -- Changes were made to the Police Department Officers as well as the Fire Department Employees in training attending the academy. Department Heads will meet with new employees before the conclusion of the probationary period.

Town Clerk/Tax Collector – Her office is on a 6-month probationary period. There is a 1-month shadowing period with the State, then they are on Town probation for 6-months to complete that training, at which point there is a review. Certifications from the State are completed within the 6-month period.

Selectman Baiocchetti – Clarified that the requirement is if an Employee needs licensing or certifications that their probationary period is (12) months instead of (6) months.

Transfer Station – Confirmed that his employees have to take an 8-hour class before receiving their first certificate and that's through DES (Department of Environmental Services) and done twice a year.

Fire Chief – Confirmed that the majority of his employees are already certified by the time they are employed. CDL may need to be obtained within the first year so that would fall under the probationary period.

All Employees who have been promoted to new positions are required to complete the 6-month probationary period in the new position with a satisfactory performance review before being considered fully approved, which is a State statute, which is mostly for the Police and Fire Chief.

Compensation

Selectman Baiocchetti would like to change the verbiage regarding the completing of the timesheets, it does not need to be changed to anything unless the Town moves to electronic recording of this information. *(Page 15, first paragraph)*

Town Administrator – Her concern is that if the timesheet is changed is that Employees will be completing it differently and throw off the individual doing payroll. There needs to be consistency to make the process fluid.

Fire Chief – Suggested, “You are required to complete the timesheets provided by... the Department Head, or the Town”. He agreed that the timesheet should be consistent.

Selectman Baiocchetti – “Town approved timesheet” or “In a manner specified by the Town”. If the way the timesheets are recorded, then the policy will need to be updated.

Recommendation -- Employees need to submit a timecard, “Employees are required to submit a record of the hours worked in a manner specified by the Town”. The Department Head will provide the Employees with details concerning your obligation to report all the time Employee has worked.

Town Administrator – Detailed discussion with Selectman Warren he asked if there was any point in the Personnel Policy, any indicators where Department Head should be made aware to go to the Board of Selectmen. No page number or reference is indicated.

Selectman Baiocchetti – It would be under the Discrimination Policy.

Selectman Collins – Indicated the portion of the Personnel Policy discussing sexual misconduct.

Recommendation -- “If you experience or witness what you believe may be harassment and/or discrimination in violation of this policy, you should immediately report the incident to your Department Head, unless the incident involves your Department Head, in which case you should report the matter to the Town Administrator or Board of Selectmen.” *(Page 9, paragraph 4)*

Town Administrator – On behalf of Selectman Warren, if there are any other sections that this pertains to, requests that reporting to Town Administrator or Selectboard be added.

Selectman Baiocchetti – Agreed that if any other sections of the Personnel Policy pertain to reporting a matter to Town Administrator or Selectboard, that it be added.

Reporting of Time Worked

Town Clerk/Tax Collector – Asked if there was going to be a packet to hand out to new Employees regarding the Department Heads providing details concerning Employee obligation to report all the time worked for a reference. “Your Department Head will provide you with detail concerning your obligation to report all time you have worked.” *(Page 15, first paragraph)*

Town Administrator – Detailed there was a new Employee packet that Human Resources goes through with new Employees if she meets them first, but if the Department Head is meeting with them, they need to know what is in the packet.

Town Clerk/Tax Collector – She would like a packet so she can be sure to detail the Employee obligations for them.

Town Administrator – If this goes into place, packets will be in PDF form and given to all Department Heads. She would like a professional packet presented.

Town Clerk/Tax Collector – Addendum to the previous comment, “were there any times compensable under the FLSA”, if they go to her, do they get forwarded to the Town Administrator. *(Page 15, paragraph 2)*

Selectman Baiocchetti – Does the Town Clerk/Tax Collector approve overtime?

Town Clerk/Tax Collector – Yes, for her one Employee, but the only time that happens is during election season.

Selectman Baiocchetti – Clarification -- Any time an employee does something on their personal time that is for the Town. Anytime compensable is considered a time where the Employee would make more pay than their standard work hours or any time that needs approval from the Department Head.

Pay Rates/Pay Periods

Town Clerk/Tax Collector – **Recommendation** -- After it states “Please see your Department Head” to also include Board of Selectmen or Human Resources in this discussion, because if it is in reference to the rate of pay it would be a conversation with them. *(Page 15, paragraph 3)*

* Note: Times and order of items are approximate and may be changed at the discretion of the Chairman.

Selectman Baiocchetti – Clarified verbiage and explained if an Employee has a question about their pay the Department Head would be the contact for that.

Town Clerk/Tax Collector – Are raises approved by the Selectboard?

Selectman Baiocchetti -- Clarified that raises are approved by the Selectboard.

Town Administrator – Explained that with a PAF (*Personnel Action Form*) any recommendation of raises that come through has a Human Resource sign off and the Board of Selectmen signs off on it.

Fire Chief -- Explained that the Department Heads are the originator. The information listed on the PAF is negotiated, then it is forwarded to the Board of Selectmen and Human Resources for their approval and sign off, then the Employee signs off.

Town Administrator – Added that if the Human Resources Employee does not sign off on the PAF, it could indicate that the pay rate has not changed. This portion places it on the Human Resources Employee to ensure that the information is being updated in payroll.

Selectman Baiocchetti – Explained that there is Policy and Personnel Policy, what we are trying to do is avoid merging Operations Policy with the General Personnel Policy.

Town Clerk/Tax Collector – Is there a policy for PAF's and hires that isn't part of the Personnel Policy that Department Heads can reference?

Town Administrator – No.

Town Clerk/Tax Collector – Her concern is that reading through it that the proper steps wouldn't be taken. She understands what the PAF is, but isn't sure the Employee would understand what they are signing.

Fire Chief – Explained that is the job of the Department Head and that responsibility if they are aware of it, and that's their autonomy when negotiating with the employee.

Town Administrator – The form has been given to every Department. The Employee packet is not as complete as she would like it to be.

Fire Chief – Suggested that there be a general employment packet with examples to give more autonomy. The ones in the past have had samples given.

Town Administrator – When they discussed the Joint Loss portion of the website, Milford combined it with their Human Resource forms and information, and all policies in the future can be uploaded online so ignorance can't be stated as someone didn't know the information. There will be accessibility and it will be present.

Selectman Baiocchetti – The Department Heads need to be responsible to their employees and the Selectboard. If the information is present, there won't be a need to ask someone for the information. If the Department Head doesn't know the answer, it's their obligation to find out the answer and if there's a problem, it's the Department Heads' responsibility to make sure it's resolved.

Fire Chief – Stated that the Department Head is the "gatekeeper" and there is no reason for prospective employees to reach out to Human Resource or Town Administrator. He believes it's the Department Head that should be reaching out and providing information.

Transfer Station – Agrees with everything in the packet being discussed at this time.

Work Week/Hours of Work – No changes.

Payroll Deductions – No changes.

Reimbursable Expenses – No changes.

Overtime – No changes.

Breaks and Meal Periods – No changes.

Time Away from Work and Other Leave Benefits – No changes.

Holidays

Town Administrator -- Town Administrator on behalf of Chief Currier regarding paid holidays. Police Department staff have been working 10-hour days regularly for nearly 20 years, just as the Fire Department works 12-hour shifts. He requests the policy pay be changed to "11" 10-hour days instead of 8. That is not an accurate representation of hours worked. (*Referencing Page 18, Last Paragraph*)

Selectman Baiocchetti – He disagrees, stating they work a 40-hour workweek. Fire Department works a 48-hour workweek. Regardless of the length of the shift, the Police Department still works only a 40-hour workweek.

Fire Chief – Input that what the Police Department works is very similar to them. Fire Department Employees work 48 hours in 4 days, 12-hour shifts. Police Department works 40 hours in 4 days, 10-hour days. Questioned if holiday pay is

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being based on what their day of work is or a 40-hour week. He understands it as they are being paid holiday pay based on the hours worked on that day. Office employees receive 8 hours of holiday pay because they're working an 8-hour day. He believes the policy should be reflective of the hours worked.

Selectman Baiocchetti – Requested clarification if the Town Office staff worked 7.5-hour days or 8-hour days.

Town Administrator – Schedules are based on 8-hour days, we do not get paid for lunch, we get paid for the 7.5.

Selectman Baiocchetti – If the Town Office was subject to holiday pay, they would only receive 7.5 hours of holiday pay, not 8 hours.

Town Clerk/Tax Collector – 8:30 to 5:30 is 9 hours. Their holiday pay would be 8.5.

Town Administrator – In addition, the Highway Department works seasonally, 4-day work week, 10-hour days.

Selectman Baiocchetti – They don't get holiday pay anyway.

Town Administrator – They do.

Selectman Baiocchetti – They do?

Town Administrator – They get holiday pay, Highway?

Selectman Baiocchetti – I thought they got the day off.

Fire Chief – They get the day off and get compensation for the 8 hours. The time they are talking about for Police and Fire is because of the end of the year holidays when they are typically working them.

Town Clerk/Tax Collector – And they are going to work a 10-hour day on the day that they're working. For example, they are going to work 3, 10 hours shifts, and the 4th day would be the holiday pay to bring them to 40.

Selectman Collins – If they work a 10-hour shift, they're only going to get paid 8 hours of holiday pay.

Selectman Baiocchetti – Right, in the Police Department, they're going to get 11 days of holiday at 8 hours. It just goes back to 40 hours, 48 hours. It's not equal to what everybody else works.

Fire Chief – But I think what we're paying is on those days that the guys get paid 11 holidays, to make it equitable, you have to pay based on the workday those guys work. This change is reflective of the hours worked because police and fire have 88 hours for holiday pay but the workdays are different. If you can recognize their commitment to a 12-hour day and recognize their true workday and compensate them for that, then I think you have to recognize the police do the same thing because their workday is a 10-hour day.

Selectman Baiocchetti – Their workweek is a 40-hour workweek.

Fire Chief – Correct. And mine is a 48-hour week. He doesn't believe that plays into the argument because it's based on how many hours you work in a day if you are off on the holiday. It shouldn't matter what the typical workweek is because you're not dividing that. They're doing their 48 hours in 4 days; Police are doing their 40 in 4 days. It should be reflective of the time worked.

Selectman Collins – If that formula is utilized, it would be a 9.5 hour paid holiday.

Town Clerk/Tax Collector – As it is right now it reads 11, 8-hour days.

Town Administrator – It's based on a normal obligation of a 40-hour week.

Town Clerk/Tax Collector – Pointed out there are 12 holidays on the list and 11 in the verbiage.

Town Administrator – Juneteenth was added as a Federal Holiday.

Selectman Baiocchetti – Selectboard didn't approve Juneteenth.

Town Administrator – Agreed, but Martin Luther King Day and Christmas Eve were not approved either.

Selectman Baiocchetti – Disagreed that Martin Luther King Day wasn't approved.

Town Administrator – No, Martin Luther King Day wasn't on the schedule, it was Christmas Eve. It was explained that Martin Luther King Day comes right after New Year's Eve, which is heavy on the budget side of things. If the Selectboard wants to add it back in, that's okay, but it makes it harder during budget season, but most of the staff at the Town Hall like having Christmas Eve off. The Holiday list reflects all the Federally recognized holidays. Juneteenth was signed off on and the very next day the State was shut down to recognize it.

Transfer Station – 4th of July fell on a Sunday this year and was recognized on a Monday and they had to work, would we be paid time and a half for that day?

Selectman Baiocchetti – The Transfer Station was off the Sunday and that was your holiday. Sunday was the 4th, and they were closed.

Town Administrator – Yes. The changes that were made in the holiday schedule were made due to the requests from your department. If you want to stay with Federally recognized holidays versus you would like a particular Sunday off that would need to be discussed with the Selectboard.

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Transfer Station – No, they just were not aware if for the 4th of July, Monday was the “holiday” and they had to work even having Sunday off (inaudible).

Town Administrator – Sunday was the trade. You normally work on a Sunday, but you didn’t work on the Sunday, which you got paid for. Your part-time staff gets paid for the holidays in a lump sum just like Fire and PD do now because it was easier to calculate.

Selectman Baiocchetti – Explained that Christmas is on Sunday, the Town gets the Monday off, Transfer Station has to work on the Monday, but they have Sunday off.

Transfer Station – He’s talking about the legal government holiday.

Selectman Baiocchetti – Clarification, just because it’s Federally recognized does not mean the Town recognizes.

Selectman Collins – Asked if the question is because the Transfer Station wouldn’t normally work on the Monday.

Transfer Station – Correct.

Town Administrator – Clarification, the part-time employees get paid 3 holidays regardless of which days they work.

They get one lump sum on the same schedule as PD and Fire receive. Ron is the Department Head and he receives the 12 Holidays.

Selectman Collins – Would you consider changing one for Christmas Eve?

Town Administrator – If you want the Holidays to stay the same, you can approve it here.

Selectman Baiocchetti – Thought that the Holidays were already approved.

Town Administrator – For 2021, yes. But it didn’t include Martin Luther King Day.

Town Clerk/Tax Collector – But it did include Christmas Eve.

Town Administrator – Yes.

Selectman Baiocchetti – This is not what we approved for 2021. Do you want to put these Holidays in here, or say the Town will give 11 paid Holidays?

Town Administrator – The standard Holidays are understood, but there is Martin Luther King Day and it’s not understood why this day is not taken off. State agencies are closed and the Town Clerk/Tax Collector’s Office cannot do their work for registration etc.

Fire Chief – Questioned if some Towns use Martin Luther King Day but recognize it on the Friday after Thanksgiving.

Selectman Baiocchetti – We should just have 11 Holidays and put them in to be determined by the Selectboard. If the policy is signed as is then Christmas Eve won’t be given as Holiday.

Fire Chief – Questioned if Christmas Eve was on the Holiday list.

Selectman Baiocchetti – No, not on this policy. It wasn’t what they voted. They voted 2021 for Christmas Eve.

Town Administrator – It’s been Christmas Eve for the last few years and not Martin Luther King.

Fire Chief – Christmas Eve was the substitute for Martin Luther King.

Town Clerk/Tax Collector – The only problem with that is Martin Luther King Day, if anything went wrong, all State agencies are closed. And she’s not sure if Juneteenth is going to move forward with the State if they will be closed or not.

Town Administrator – Governor Sununu recognized Juneteenth.

Town Clerk/Tax Collector – Yes, which the State agencies would also be closed on that day. Currently, there are 12 Holidays on the list.

Selectman Baiocchetti – The Town only gets 11 holidays. If the model given is followed, then it will mean the Town doesn’t get the days off that were already voted on. The usual Holidays are New Year’s Day, Civil Rights, President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Day, Friday, and Christmas, and then they wanted Christmas Eve. Which one don’t you want?

Town Administrator – I’d prefer not to have Martin Luther King.

Town Clerk/Tax Collector – Why don’t we budget for 12?

Selectman Baiocchetti – There are 11 Holidays.

Town Administrator – At one point there were only 11 Federally recognized Holidays.

Fire Chief – There are 12 now. If they’re recognizing 12, then you have to do 12.

Selectman Baiocchetti – Holidays are a benefit, so whatever is decided by the Selectboard is what the Town will receive.

Town Clerk/Tax Collector – Believes that following the Federal Government is a good course of action. If they have 12, we should also have 12.

Transfer Station – Agrees that Federal Government Holidays should be followed.

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Town Administrator – Martin Luther King Day was traded for Christmas Eve because New Year's and Martin Luther fall in January, so we are off Christmas at the very end of December, January 1st, and then there is another Holiday right in the middle of budget season.

Fire Chief – That makes the most sense.

Town Clerk/Tax Collector – Suggested adding a caveat "to be approved yearly by the Selectboard".

Fire Chief – Suggested these be posted to the Department Heads so that he's aware of the days approved.

Selectman Baiocchetti – Christmas Eve, no one gets work done anyways.

Town Administrator – No.

Selectman Baiocchetti – Martin Luther King Day, some people work, some people have it off. New Year's no one is around, Christmas no one is around. Eliminate Civil Rights Days, Juneteenth, and we have Christmas Eve off.

Town Administrator – It is posted on the website, the annual report, and distributed to the Department Heads as soon as the Board approves it.

Recommendation – The holiday schedule be removed from the policy; verbiage will be added to state that the Town recognized 11 Federal holidays "To be approved by the Selectboard". (Page 18)

Town Administrator – Yes.

Vacation

Selectman Baiocchetti -- Vacation is expected to be taken in the year earned. Half of what is accrued can be carried over.

Fire Chief – Suggested a caveat because at the 6-year mark, they will approve 3 weeks of vacation and they may have an employee that might sell a week back. This may be a benefit to longer-standing employees and incentivize newer employees to continue employment with the Town.

Selectman Baiocchetti – Clarification, after 5 years you can buy your time back?

Fire Chief -- After 5 years of employment they might consider selling a week back. If more time is accrued some employees don't want to take the time off. In some cases, it's less expensive for the Town to have the employee stay, and here's a benefit, you can buy a week back at the end of the year on their 5th year.

Town Clerk/Tax Collector – Questioned how the time was listed and suggested listing year of service as 1st, 2nd, 5th, 10th, and 15th. Is there a reason why it goes to 6?

Town Administrator – It's always been that way.

Fire Chief – Agrees that 5 is a better benchmark than 6.

Town Administrator – Asked clarification of the Fire accrual being higher, because they work 48 hours a week.

Fire Chief – Correct.

Town Administrator – Asked if the highlighted section should say after your V5 and only be listed after the 5th year mark.

Fire Chief – Confirmed that yes, that's his suggestion and if it's going to be done it has to be budgeted.

Selectman Baiocchetti – 1st year, is one week and a day, 2nd year is 2 weeks and a day, 120 hours is 3 weeks, so at 5 years you should be getting 3 weeks.

Fire Chief – Stated at the beginning of that year of service the accrual changes, not after.

Selectman Baiocchetti – If an employee started January 1st, your next January 1st – is it at your first-year accrual, or during your first year?

Town Clerk/Tax Collector – It is defined as in your first year.

Town Administrator – It's in your first year.

Selectman Baiocchetti – You get 1.1 weeks to start.

Town Administrator – Yes.

Selectman Baiocchetti -- Get rid of the first year. You get 4 hours a month to start. Is the 7 hours per month at the start of your 2nd year or the end of your second year?

Town Clerk/Tax Collector – It's the start because you're expected to take a vacation during the year.

Selectman Baiocchetti – Right now the policy says the first year of service, so on day one, you get a vacation.

Fire Chief – Yes, that's what I'd want to say as Department Head.

Selectman Baiocchetti – When he started, it was 3 weeks a year to start. So, on day 1, when they started, they had 3 weeks.

Town Administrator – The policy states that no employee shall be eligible for vacation for the first 6 months of employment. You only get it after 6 months.

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Selectman Baiocchetti – We should start Employees out with a week's vacation. Not 1.1, just a week.

Town Administrator – Agrees.

Fire Chief – Agrees.

Selectman Baiocchetti – If the Department Head feels that someone needs something, he would allow them to authorize that.

Fire Chief – Doesn't believe it needs to be a monthly accrual.

Town Clerk/Tax Collector – So you get 48 hours on the first year of service?

Town Administrator – That is how sick time is distributed. It's given.

Selectman Baiocchetti – If the policy changes, then you don't need to deal with the differences between Fire and PD.

Town Clerk/Tax Collector – Why wouldn't they just be started at 48 for the first year of service? The first year was based on 48 hours, you would get hired at 48 hours.

Selectman Baiocchetti – 40 hours unless your Fire.

Fire Chief – Whatever the normal workweek was.

Town Clerk/Tax Collector – 12 months, 4 hours a month is 48.

Selectman Baiocchetti – No, we are going to get rid of the hours. When a new employee is hired, they get a week to start.

Fire Chief – January 1st your paycheck will be set up for vacation time just like your sick time and the employee can work that number down to zero.

Town Administrator – I think this makes it easier on the accounting side of things.

Town Clerk/Tax Collector – What would it look like for the other years?

Selectman Baiocchetti -- 1 week in the first year, 2 weeks in the second year, 3 weeks at 5 years, 4 weeks after 10, and 5 weeks at 15. (Page 19)

Town Administrator – This will make it easier on Brenda's side because if it's accrued wrong or and someone says she input this incorrectly this makes it much easier.

Selectman Baiocchetti – You don't have to worry about the numbers. You get this accrual at the beginning of the year.

Fire Chief – He doesn't see a bad side to this.

Town Clerk/Tax Collector – Stated that there is an hour being taken out of the vacation time the way that it is.

Selectman Baiocchetti – Only on the first year.

Selectman Collins – With that probationary period you're not getting the 48. A new employee will make out with the changes being made.

Selectman Baiocchetti – You are also getting vacation time the day you start.

Town Clerk/Tax Collector – But it can't be taken unless it's approved through the probationary period.

Town Administrator – That's the exception through a Department Head.

Selectman Baiocchetti – As a Department Head you have the ability to approve them or not approve them for the time.

Town Clerk/Tax Collector – Agrees with the week system.

Selectman Baiocchetti – The start of the second year, 2 weeks' vacation. Then 3 weeks at the start of your 5th year. 4 weeks at the start of the 10th, and 5 weeks at the start of 15.

Town Administrator – It is definitely an incentive.

Recommendation – One week to start, 2 weeks at the start of the second (2) year, 3 weeks at the start of your fifth (5) year, 4 weeks at the start of your tenth (10) years, and 5 weeks at the start of your fifteen (15) years. Employees will have the option to sell back 1 week of vacation after the 5th year. Employees can carry half of what was earned in vacation time over yearly. An employee will not be paid accrued, unused vacation pay upon termination from employment unless the employee has been actively employed (6) months before termination, and in the event of resignation or retirement, the employee has given (2) weeks' notice, or in the event of involuntary discharge. The employee will not accrue any vacation time for those pay periods in which the employee is entitled to no wages. So, if you're out on FMLA, military leave, or unpaid leave. Requests should be submitted at least two weeks in advance of the requested vacation date, only taken if approved by the Department Head. Each Department shall determine the annual vacation schedule. The Department Head shall retain the authority to settle conflicts with vacation leave. The Department Head will maintain an updated schedule of all employee leave. (Page 19)

Sick Leave

* Note: Times and order of items are approximate and may be changed at the discretion of the Chairman.

Selectman Baiocchetti -- Each full-time and part-time employee will have annually, 96 hours of sick time which may be used in the event of an illness.

Town Clerk/Tax Collector -- 12 days for an 8-hour day.

Selectman Baiocchetti -- 2.4 weeks.

Town Administrator -- This number was suggested to absorb the Covid policy that the Town had.

Selectman Baiocchetti -- The Employee can accumulate and carry over up to 480 hours.

Town Clerk/Tax Collector -- Which is 60 days carry over, it's 2 months sick time.

Selectman Baiocchetti -- Part-time can carry over 240.

Town Clerk/Tax Collector -- 30 days.

Selectman Baiocchetti -- Proposed giving up the 96 hours and just offer 720 hours.

Town Administrator -- Total, 720?

Town Clerk/Tax Collector -- Instead of the 480?

Selectman Baiocchetti -- Yes. It's for 12 weeks.

Town Clerk/Tax Collector -- What does the year start with if you don't start with 96? Or do you start with 96 every year until you hit 720?

Town Administrator -- Sick you get it all at the beginning of the year.

Fire Chief -- And if the 720 gets deducted it can be accrued again.

Selectman Baiocchetti -- So 96 hours are accrued right now?

Town Administrator -- No. The 96 was based on recommendations from Department Heads. They get 48 hours right now.

Town Clerk/ Tax Collector -- It would be 6 days for an 8-hour day, Town Hall Offices. And it would be 4 days per a 12-hour day, for Fire Department.

Town Administrator -- Human Resources still has to do the calculation process.

Selectman Baiocchetti -- If we do 2 weeks to start and then they can accrue from there.

Town Administrator -- Why would you accrue?

Selectman Collins -- You start adding every year.

Town Clerk/Tax Collector -- Carryover.

Selectman Baiocchetti -- If you want to do 96 hours a year and then that continues to 720, I have no problem with that.

Fire Chief -- Agrees that is cleaner.

Selectman Baiocchetti -- Everyone starts with "X" amount, you use it and it goes down, if you don't use it, it goes up.

Town Clerk/Tax Collector -- 720 is your cap. Agrees with this adjustment.

Selectman Baiocchetti -- It would take 7 years to get to the max.

Town Clerk/Tax Collector -- But that if you never use your sick time.

Selectman Baiocchetti -- Proposed that after 20 years of service to the Town that you walk away with 100 percent of your sick time.

Town Clerk/ Tax Collector -- It states you will receive a buyout of 50 percent of your accumulated sick time.

Selectman Baiocchetti -- Yeah, I want to change that.

Town Clerk/Tax Collector -- It currently states 10 or more years of continuous services, you want it to say 20.

Selectman Baiocchetti -- To get it all.

Town Clerk/Tax Collector -- 10 would have half, 20 would be everything is what you're saying?

Town Administrator -- Clarification, there is someone who has been here for 20 years, next year is their 20th and then they leave they could buy out their sick time at 100 percent, which is whatever they have in their sick bank paid in full.

Fire Chief -- Current employees here that retire at 20, will they get what's in their bank when they retire at 20.

Selectman Baiocchetti -- Yes.

Town Administrator -- They will get whatever they have up to 720 hours of sick time.

Town Clerk/Tax Collector -- Agrees with this option.

Selectman Baiocchetti -- How about at 15 years they get 50 percent?

Town Clerk/Tax Collector -- It's at 10 years right now at 50 percent.

Fire Chief -- Suggests improving on this.

Selectman Baiocchetti -- 10 years, 25 percent. 15 years, 50 percent. 20 years, 100 percent.

Selectman Collins -- Agrees.

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Fire Chief – Agrees.

Town Clerk/Tax Collector – It's a good incentive to encourage employees to stay.

Town Administrator – There are benchmarks where there may not be growth.

Road Agent – Anyone who has been here 20 years or more, this is standard for them too?

Town Administrator – If that individual retires at the 20 years mark, they'd get 100 percent of their sick time.

Town Clerk/Tax Collector – We have to budget for that.

Town Administrator – Yes.

Selectman Baiocchetti – That's only if you have employees that are hitting those thresholds.

Recommendation – Start the year with 96 hours of sick time with the ability to carry over the sick time up to 720 hours.

If an employee retires after 20 years, they can buy out 100 percent of their sick bank, 10 years buyout would be 25 percent, and 15 years buyout is 50 percent. *(Page 20, 21)*

Family and Medical Leave – Most of the FMLA will be diverted to the Selectmen's Office, the Town Administrator by statute.

Maternity Leave – No changes.

Personal Leave of Absence – Personal leaves are approved by the Selectboard, so they will go between the Department Head and the Town Administrator.

Town Administrator – What is considered a personal leave of absence? Is there a length of time that is considered a personal leave? For example, someone knows they are going to be gone for 5 weeks due to a family issue, this is what we consider a personal leave of absence, they will go to the Selectboard for approval, the Department Head is going to go for Selectboard approval. But if it's a week, they don't have vacation time, it's been used, would this be considered a personal leave, or just leave without pay?

Selectman Baiocchetti – Leave without pay.

Town Administrator – Agrees.

Selectman Baiocchetti – Leave of absence is for an extended period. This would be a leave of absence under 12 weeks, no more than 30 days.

Selectman Collins – Agrees.

Town Administrator – Clarification with personal leave, if they have sick that it could potentially be used or vacation time be used before taking time without pay.

Selectman Baiocchetti – They have to use their sick and vacation time before taking time without pay. Vacation time taken without pay would have to be approved by the Department Head and Selectboard per policy.

Town Administrator – Requested clarification, if it's a 3-day leave, it will have to be brought to the Selectboard for approval?

Town Clerk/Tax Collector – Believes that a personal leave of absence is longer.

Selectman Baiocchetti – Unpaid leave (personal leave of absence) needs to be approved Selectboard and considered on a case-by-case basis considering staffing needs and other factors.

Town Clerk/Tax Collector -- Suggested a time limit for leave of absence and leave anything a week or less at the discretion of the Department Heads.

Fire Chief – If you've exhausted your vacation time, it's exhausted, you do not get a vacation if you have one scheduled after a leave of absence.

Town Administrator – The Personal Leave is vague

Town Clerk/Tax Collector – Agrees. If vacation time was approved for your employee in December, they no longer had any vacation hours, but they were schedule approved. They're going to be gone.

Town Administrator – They understand they are not going to be paid for the vacation because it was already used for personal time, can you approve that. Does it have to go to the Selectboard because it's a personal leave of absence?

Fire Chief – It should be a case-by-case basis based on the needs of the Department Head at that time and the Selectboard's approval. Can sick time be used for that?

Town Administrator – No, unless it's for sick purposes you cannot use it for that determination. So, for FMLA, you're going to use your vacation time before you use FMLA. You come back, you're exhausted from caring for a family member, and you just want to take your vacation at the end of the year. Can you take that?

Selectman Baiocchetti – That's what it says now.

Town Clerk/Tax Collector – With the Department Head's recommendation at the Selectboard's discretion.

* Note: Times and order of items are approximate and may be changed at the discretion of the Chairman.

Fire Chief – Agrees with that. Each Department Head is going to know the needs of the Employee.

Town Administrator – Question -- The determination for the length of leave and where it comes for approval. In her tenure, she has not seen any personal leaves come from the Selectboard.

Town Clerk/Tax Collector – How much can the Department Head approve versus what needs to be approved by the Selectboard.

Fire Chief – Agreed he'd be okay approving a couple of days off, but getting into a couple of weeks, then there could be a problem.

Town Administrator – If granted, the personal leave will not exceed 30 days. An employee who is taking leave for medical reasons must submit a fitness for duty from their healthcare provider before reinstatement to work.

Selectman Baiocchi – I think the workman's comp thing should (inaudible). (Page 29, last paragraph)

Town Administrator – Where is the workman's comp thing?

Selectman Baiocchi – Last paragraph, page 29. Any type shall cease to accrue upon any absence from work, including employees out on worker's compensation.

Fire Chief – The last paragraph on page 28 gives the Department Heads some leeway.

Town Clerk/Tax Collector – Is it Department Head up to 30 days and then Selectboard?

Town Administrator – Agrees. Anything below 30 days, the Selectboard doesn't have to approve.

Selectman Collins – Believes it should be under the discretion of the Department Head on the 30 days.

Fire Chief – Believes the time is too broad. His opinion is Department Heads shouldn't exceed the past 14 days of approval.

Town Clerk/Tax Collector – Suggested: "this time frame should be up to the discretion of the Department Head".

Fire Chief – Agrees. Disagrees with being allowed to grant 30 days of personal leave without approval from the Selectboard.

Town Administrator – The policy states "if granted", it still requires approval, 30 days is a time limit.

Selectman Baiocchi – For any extended period of time, there should be a discussion between the Department Head and the Selectboard. For workman's comp, there should be lenience from the Town on that because someone was injured in the line of duty.

Town Clerk/Tax Collector – This sounds acceptable.

Town Administrator – If you're not using FMLA, and you're just taking personal leave, it's 30 days.

Selectman Baiocchi – Correct.

Fire Chief – Is personal leave to be used when all other means of time have been exhausted?

Town Clerk/Tax Collector – Yes. This is the last option.

Selectman Baiocchi – This has to be a discussion between the Selectboard and the Department Head.

Town Administrator – When is the conversation? After 30 days or before 30 days? The personal leave is granted through the Board of Selectmen or through the Department Head?

Selectman Baiocchi – I think it should be granted by the Board of Selectmen over the Department Head.

Fire Chief – It leads to further conversation on whether or not to continue employment with the employee if they request an extended amount of time for personal leave. This will have to be case-by-case.

Recommendation – Personal Leave should be granted on a case-by-case basis when all other means of time have been exhausted, at the discretion of the Department Head and approved by the Selectboard for a period of time no more than 30 days. (Page 28, 29)

Leave of Absence for Victims of Crime – No changes.

Military Leave – Military is covered under USERRA.

Bereavement Leave

Selectman Baiocchi –

Bereavement is kind of odd because the Town gives 3 days off, but if it's your husband or wife, you may need more than 3 days. Come back when you're ready.

Town Administrator – Then this time might tap into personal leave.

Selectman Baiocchi – Agrees.

Jury Duty – No changes.

Health, Retirement, and Other Insurance Benefits – No changes.

Medical Benefit Plan – No changes.

* Note: Times and order of items are approximate and may be changed at the discretion of the Chairman.

Dental Plan – No changes.

Insurance “Buy-Back” Option – There was a proposal for a buy-back of \$10,000.

Town Clerk/Tax Collector – The yearly family plan is what?

Selectman Baiocchetti – Even with a single-family, it’s \$30,000, right?

Town Clerk/Tax Collector – It’s \$26,352.

Selectman Baiocchetti – It’s a third of what we would pay if we had to pay. I don’t see \$10,000 as unreasonable, do you?

Selectman Collins – No.

Selectman Baiocchetti – We’d be saving \$16,000.

Town Clerk/Tax Collector – \$26,362 for the family plan.

Selectman Baiocchetti – What’s the annual single person?

Town Administrator – That was \$8,000.

Selectman Baiocchetti – We give them \$10,000 for?

Town Clerk/Tax Collector – You have to prove that you have secondary insurance.

Transfer Station – I have VA so I don’t have Town insurance.

Town Administrator – Correct.

Selectman Baiocchetti – If it’s only a single person, so if it’s only \$8,000, why are we going to pay \$10,000?

Fire Chief – It should probably be broken down appropriately.

Town Administrator – Broken down into plans. \$10,000 family plan, \$5,000 for single.

Fire Chief – There are 3 plans. Single, two-person, family.

Selectman Baiocchetti – Are we in agreement about the buy-back?

Town Clerk/Tax Collector – How much is it right now?

Town Administrator – It’s \$2,500.

Town Clerk/Tax Collector – How do they determine what you’re eligible for, family, two-person, or single?

Town Administrator – It’s dependent on what you would ask for.

Town Clerk/Tax Collector – Normally?

Town Administrator – Yes. I have a family; I want all my people covered normally. I am not taking it from the Town, I am taking it from the Military.

Town Clerk/Tax Collector – \$5,000 single, \$7,500 two-person, and \$10,000 family.

Fire Chief – Agrees.

Town Administrator – Either way, you have to have proof of what your plan is with another sector, so you can’t have a single person saying I’m going to take the family plan from the Town, but there is no family. You have to prove that these people are covered under something else. I had to fill out a form and tell the Town what my insurance was.

Selectman Baiocchetti – If you do 1/3, that would be \$8,580 for the family. If you did 1/3 of the cost of the premium for a single, two-person family, when it changed, it changed as well.

Town Administrator – Right. If a two-person went to a family.

Selectman Baiocchetti – If a two-person into a family stayed 1/3, but if the premium went up because we’re taking it off the premium.

Town Clerk/Tax Collector – Is it easier to have a defined number?

Fire Chief – It’s really a retention tool.

Selectman Baiocchetti – So it will be \$5,000 and \$10,000?

Town Clerk/Tax Collector – That makes sense. So, if they have a two-person and then they have a child, to figure out the accrual you’d just bump them to the family plan.

Fire Chief – Where ever they are at during the time of enrollment, because it’s only once a year unless there is an event that makes a change.

Town Clerk/Tax Collector – And the Town needs to be notified as soon as possible because the budgeting tool for this is different.

Selectman Baiocchetti – Even if this was approved this year, it would take effect next year.

Town Clerk/Tax Collector – 2023?

* Note: Times and order of items are approximate and may be changed at the discretion of the Chairman.

Selectman Baiocchetti – 2022. People are going to complain about the benefits. But we need to keep employees because we're losing employees. We can't offer them a lot of stuff, but if we can offer them good stuff like the vacation buy-back – we're trying to keep good employees.

Town Clerk/Tax Collector – And this saves the Town money because we can incentivize people to buyback. Instead of paying \$8,000 on their health insurance, you're paying \$5,000. It makes sense to me.

Recommendation – Single \$5,000, two-person \$7,500, and family \$10,000 effective 2022. *(Page 33)*

Life Insurance – No change.

Retirement Plan – No change.

Short-Term and Long-Term Disability – No change.

Terms of Insurance Policies to Govern – No change.

Worker's Compensation Insurance and Reporting Workplace Injuries

Town Clerk/Tax Collector -- Would like Human Resources to be more involved in this process.

Selectman Baiocchetti – If you are on the job, no matter how slight the injury, you must report the incident immediately to your Department Head.

Town Clerk/Tax Collector – That makes sense, but just feels there should be verbiage that states Human Resources should be involved.

Selectman Baiocchetti – It will be because that's part of the process. Employees must complete the necessary forms. The Department Head is responsible for ensuring this is completed and will coordinate the initial filing with the Town Administrator.

Town Clerk/Tax Collector – Is the Town Administrator Human Resources?

Selectman Baiocchetti – Human Resources is responsible to the Town Administrator. All of the Selectmen's Office falls under the Town Administrator and she can ensure that the Human Resources is following it even if they are not there.

Town Administrator – On a work injury, you have to report within 24-hours.

Fire Chief – Any injury, as minor as the injury is it has to be reported.

Selectman Baiocchetti – Even if you choose not to go see a doctor, you should still report the injury and file the paperwork. You don't know if later on if the injury will need more attention or if something more significant happened.

Town Clerk/Tax Collector – Clarification – This gets reported to the Town Administrator and she files it through the Primex website itself?

Selectman Baiocchetti – This is up to the discretion of the Town Administrator. Workman's compensation gets filed with Primex.

Fire Chief – You can also handwrite it and fax it to the Department of Labor.

Town Clerk/Tax Collector – Is the responsibility on the Department Head or on the Town Administrator?

Fire Chief – It's on the Department Head. *(Page 35)*

Temporary Alternative Duty Policy – No change.

Attendance – No change.

Confidentiality – No change.

Computer Use and Communications Equipment Policy – Anything that is Town property does not expect privacy.

Town Administrator – Only download things if it's expected. *(Page 40)*

Date of next meeting to continue Personnel Policy, starting with **Social Media Policy** TBD

The workshop closed at approximately 6:30 p.m.

NON-PUBLIC Pursuant to RSA 91-A:3, II (c)-Reputation- Transfer Station & Executive Office employee issue

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins it was voted to enter into non-public session RSA 91-A:3, 11(C) (2-0).

This meeting was held to discuss the items and solutions concerning staff and an employee issue within the Selectmen's office.

Recess was taken at 7:00 p.m.

* Note: Times and order of items are approximate and may be changed at the discretion of the Chairman.

- ☐ Transfer Station Action Item: Letter will be written documenting deadlines that have been agreed upon.
- ☐ Executive Office Action Item: The complaint process will be followed and sent to the Town Administrator to process.

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins it was voted to come out of non-public session RSA 91-A:3, II. (2-0).

ADJOURNMENT

MOTION: On a Motion by Vice-Chairman Baiocchetti, and seconded by Selectman Collins it was voted unanimously to adjourn the meeting at approximately 9:15 p.m.

(2-0 Voice Vote – Vice-Chairman Baiocchetti-yes, and Selectman Collins -yes).

Respectfully Submitted,



Amanda Davis
Administrative Assistant

Approved by the Board of Selectmen



Chairman Mark E. Warren



Vice-Chair Vincent A. Baiocchetti



Selectman Evan Collins

