

**Town of Rehoboth
Personnel Board**

Minutes of Meeting on October 25, 2016 at Gladys L. Hurrell Rehoboth Senior Center

Present: Sandy Marquis, Dave Scanlon, Sue Withers

Call to order: 7:15 p.m.

1) Approval of Minutes minutes of August 23, 2016 and September 27, 2016. Dave motioned to approve the minutes, Sue seconded, motion passed.

2) New Business

- Dave will discuss the new Federal Overtime Final Rule with Helen before the next meeting.
- Richard Panofsky's appointment to the Personnel Board has been put on hold by the Board of Selectmen.
- Craig Chapman has submitted his talent form and resume for consideration as a member of the Personnel Board. Craig attended the meeting. He expressed interest in becoming a member.

3) Job descriptions:

- **Input from Board of Selectmen** – no input to date.
- **Animal Control Officer**
 - Animal Control Officer - the following changes will be made to the job description: add TNR definition; change sentence to "the incumbent MAY also serve as Inspector and Field Driver pending state appointment"; add accurate record keeping under Skills
 - Assistant Animal Control Officer – same changes will be made to this description as was made to the Animal Control Officer's job description.
 - Animal Inspection Officer – the following changes will be made to the job description – delete, "This position is intended to be taken . . ."
 - Assistant Animal Inspection Officer - same changes will be made to this description as to the Assistant Animal Inspection Officer's job description.
- The Board discussed how many job descriptions should be created for this department, knowing that the Animal Control Officer typically also serves as the Animal Inspector and the
- Assistant Animal Control Officer serves as the Assistant Animal Inspector. It was argued that the Animal Inspector position(s) are appointed by the State. The board also discussed the
- possibility of creating a job description for the Field Driver. It was decided to keep the four job descriptions as is and not to add one for the Field Driver.

4) Social Media Policy - The IT Committee is currently reviewing this policy. The Personnel Board has tabled the discussion on this policy until the IT Committee has completed its review.

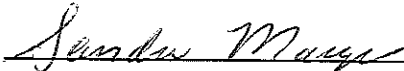
5) Dress Code Policy – Board discussed both Dave's draft and Sandy's draft. Sandy will work on drafting a simplified version.

6) **Adjournment**

- Next meeting will be on November 29, 2016
- Meeting adjourned at 8:40 p.m.



Dave Scanlon, Chairman



Sandra Marquis, Clerk