

**Town of Rehoboth  
Personnel Board**

**Minutes of Meeting on September 27, 2016 at Gladys L. Hurrell Rehoboth Senior Center**

**Present: Sandy Marquis, Dave Scanlon, Sue Withers**

**Call to order: 7:10 p.m.**

**1) Approve minutes of August 23, 2016**

- The minutes needed revising, they will be reviewed at the next meeting.

**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 Selectment.

**3) Job descriptions:**

- Dave gave Helen all of the clerk job descriptions for the approval from the Board of Selectmen.
- Highway Department Superintendent – no action taken. Dave attended the selection committee meeting. The committee reviewed the Personnel Board's draft description and has given it preliminary approval. The committee interviewed several candidates and will forwarded 3 names to the BOS.
- Dave received input from Bob Ashton regarding the Administrative Aide to the Board of Health job description. Bob Ashton approved the job description and Dave forwarded it to the BOS.
- Dave received input from Jake Kramer regarding the job description for the Administrative Aide for Veterans. Jake Kramer approved the job description and Dave forwarded it to the BOS.
- Dave received four job descriptions for the Animal Control Office from the chairman of the Animal Advisory Committee, Richard Panofsky: Animal Control Officer, Assistant Animal Control Officer, Animal Inspector and the Assistant Animal Inspector. The Personnel Board discussed the job descriptions. Dave will clarify some of the Board's questions. The Board will review and finalize the job descriptions at the next meeting.

**4) Website Training** – Dave passed out the instructions for posting meetings on the town website.

**5) Policy 35** – New Policy regarding optional and retirement benefits was sent to Chery Gouveia for input. The policy has been sent to the BOS for input. Note: Policy number was changed to 30.

**6) Update on reviews of policies 9**

- Dave gave Helen copies of the following policies for the BOS input before the public hearing: 1- General Provisions, 12 – Orientation and Probation, 14 – Training and Education, 18- Interim Assignment Pay, 22-Vacation, 26-Military Leave, and 30-Summary of Employment Benefits, 34-Domestic Leave Act.
- Policy 9 (FMLA) - Tabled

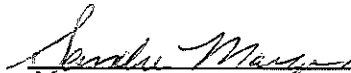
**7) New policies for consideration: Dress Code, Social Media**

- Dave will send a copy of the draft Social Media Policy that was discussed last year for review at the next meeting (#35).
- Dave and Sandy will write a draft Dress Code Policy (#36).

**8) Adjournment**

- Next meeting will be on October 25, 2016.
- Meeting adjourned at 8:30 p.m.

  
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**Dave Scanlon, Chairman**

  
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**Sandra Marquis, Clerk**