

**Town of Rehoboth
Personnel Board**

Minutes of Meeting on January 17, 2017 at Gladys L. Hurrell Rehoboth Senior Center

Present: Sandy Marquis, Dave Scanlon, Sue Withers, and Craig Chapman, Richard Panofsky.

Call to order: 7:20 p.m.

1) Approval of Minutes of November 29, 2016. Sue motioned to approve the minutes, Dave seconded, motion passed.

2) New Business

- Welcome new members Craig Chapman and Richard Panofsky
- The Board discussed the definition of independent contractors vs. employees. The Town has asked that we create a policy to define the roles of the Town and the Independent Contractor/Sole Proprietor. The next step is to meet with the Town's insurance company.
- It was suggested that we ask Helen for a list of the Town's independent contractors and some details: terms and condition for employment, how they are selected, etc.
- The Board reviewed the annual report Dave authored. We all agreed the document was well done.
- The public hearing will be scheduled for the next meeting on Thursday, February 16, 2017 at 7:00 p.m. We will discuss the new and update policies.

3) Job descriptions:

- **Input from Board of Selectmen on job descriptions:** Board of Selectmen approved the job descriptions.
- **Input from the Board of Selectmen on the policies:** The Board reviewed policies and made one change. The town employees will no longer need to pay for life insurance, it is now a town benefit.
- **Health Agent:** Bob Ashton is retiring in February 2017. Dave reviewed the job description with the Board of Health with a few changes. Sue made a motion to accept the job description, Craig seconded, motion passed.
- **Truck Driver/Laborer:** Dave gave Mike Costello a copy of the Truck Driver/Laborer and the Heavy Equipment Operator job descriptions for review before hiring. In the current union contract, there is no job description for Heavy Equipment

Operator but, the Truck Driver/Laborer is in the contract. Dave will meet with Mike to discuss the Personnel Board's suggestions.

- Supervision – how much direct supervision does this job receive
- Tools and Equipment – review list
- Necessary knowledge, skills and abilities – is it necessary to be able to communicate effectively in writing
- Review for format consistency with current job descriptions

4) Dress Code Policy – Board discussed the new draft. The Board reviewed the policy and made several changes. Richard made a motion to accept the policy with the changes. Sue seconded. The motion passed.

5) Policy 32: Request for Accommodation – In reviewing the policy Helen noticed that the it did not contain the procedure for establishing grievance procedures. The policy also did not state the name or describe the position of accommodation coordinator. Richard will research and draft the changes for review at the next meeting.

6) Adjournment

- Next meeting will be on February 16, 2017
- Public Hearing to be held
- Meeting adjourned at 8:37 p.m.



Dave Scanlon, Chairman



Sandra Marquis, Clerk