

**Town of Rehoboth  
Personnel Board**

**Minutes of Meeting on February 22, 2017 at Gladys L. Hurrell Rehoboth Senior Center**

**Present: Sandy Marquis, Dave Scanlon, Sue Withers, and Craig Chapman**

**Absent: Richard Panofsky**

**Call to order: 7:07 p.m.**

**1) Public Hearing: New and Revised Personnel Policies:**

Policy 1.0	General Provisions
Policy 12.0	Orientation and Probation
Policy 14.0	Training and Education
Policy 18.0	Interim Assignment Pay
Policy 22.0	Vacation
Policy 26.0	Military Leave
Policy 30.0	Summary of Employee Benefits - NEW
Policy 34.0	Domestic Leave Act – NEW

No one employees or community members attended the public hearing. Sue made a motion to close the public hearing at 7:08 p.m., Craig seconded the motion. The motion passed.

**2) Approval of Minutes of January 17, 2017.** Sue motioned to approve the minutes with grammatical corrections, Dave seconded, motion passed.

**3) Input from Public Hearing** – meeting was opened at 7:00 p.m. There was no input. Dave made a motion to approve all policies as presented in the Public Hearing Notice. Sue seconded. Motioned passed.

- Action Item: Dave will give the approved policies to Helen for update to the policy manual.

**4) New Business**

- **Opinion Regarding Scope of Personnel Board's Authority to Make Policies and/or Decisions Having a Financial Impact on the Town – Gay & Gay, P.C., File #2855.17, dated 1/18/2017**
  - The Board reviewed the letter and agreed with its content
  - The Board will review Policy 15 & Policy 16, mentioned in the letter.
  - The Board will review compensation and benefit plan for non-union employees.

- Sandy provided an example of a Social Media policy from the Town of Franklin.
  - The IT Advisory Board took over this responsibility several months ago.
  - Dave will give the Franklin Social Media Policy to the IT Advisory Board for their review.
  - Dave will ask the IT Advisory Board for a status update.

#### 5) Job descriptions:

- **Truck Driver/Laborer:** Dave met with Mike Costello to review the Truck Driver/Laborer and the Heavy Equipment Operator job descriptions. The BOS believe that the current union contract does not have a job description for Heavy Equipment Operator but, the Truck Driver/Laborer description is in the contract. Mike Costello believes that the job description name in the union contract for this position is "Maintenance/Operator/Laborer. Dave will follow-up with Mike on the job descriptions.
- **Dave and Mike reviewed the following issues for both job descriptions.**
  - 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

Dave will update the job descriptions based on feedback received from Mike Costello. After they have been updated he will forward to the Board for review at the next meeting

**6) Policy 32: Request for Accommodation** – In reviewing the policy Helen noticed that the policy did not contain grievance procedure. It also did not mention or describe the position of Accommodation Coordinator. Richard will research and draft the changes for review at the next meeting.

The Board reviewed the laws regarding the ADA requirements under Title II and determined that this is not a Personnel matter and will ask the BOS to review the law.

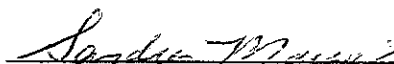
#### 7) Independent Contractors

- Dave is waiting for a sample contract from Mike Madeiros..
- Dave will do some more research.

#### 6) Adjournment

- Next meeting will be on March 28, 2017
- Meeting adjourned at 8:40 p.m.

  
 Dave Scanlon, Chairman

  
 Sandra Marquis, Clerk