

**Town of Rehoboth
Personnel Board**

Minutes of Meeting on February 22, 2018 at Gladys L. Hurrell Rehoboth Senior Center

Present: Sandy Marquis, Richard Panofsky, Dave Scanlon

Call to order: 7:00 p.m.

- 1) **Approval of Minutes of January 24, 2018.** Richard made a motion to accept the minutes, Dave seconded. The motion passed.
- 2) **New Business:**
 - Reminder to do the Conflict of Interest training required by the Town Clerk.
 - The IT Committee has returned to Dave a version of the Social Media policy that accepted essentially all our changes. They still need to act officially on it, so we will wait until they do.
 - Changing our job application form. One can no longer ask about criminal history and salary history at the application stage. Helen is revising our forms. However, it is also not appropriate to raise those matters in the interview. There is also a strong recommendation not to ask for SS#, and we agree. Dave has discussed some of this with Helen, and will follow up with an e-mail.
- 3) **Job Descriptions:**
 - **Facilities Manager (PT).** We had reviewed this and sent it to the BOS; they suggested changes. Discussion brought out some changes needed to theirs. Sandy moved to approve the job description as changed; Richard seconded. Motion passed.
 - **Administrative Aide, Highway Dept. (PT).** Now that this job is back, we're looking again at the description. One change was to remove the requirement of being "bondable." However, Selectmen Schwall and Perry found the description "heavy" for such a part-time position. We will re-consider this at a future meeting.
- 4) **Policy #21: Sick Leave:**
 - A case with a town employee coming back relatively soon after being taken to the emergency room raised issues, and Helen Dennen contacted Dave. Dave presented added language based on policies in use at other places.
 - New section 21.6 permits a supervisor to request documentation from a physician. We agreed with the concept but were unsure of wording. The conditionality, "if there has been any significant change in health status" might better read as something like "without risk to the employee or others at work." We'll take this up after researching other policies in use and to gain input from Lori.
 - New section 21.8 was discussed some time ago and never finished. We agreed again to defer its consideration.
 - The question was raised whether regular part-time employees receive accrued sick time. They probably do; but the omission of the provision from section 21.3 seems to deny it. Dave will ask Helen about current practice.
- 5) **Policy #15: Classification Plan - Next Steps**
 - We need to hear Lori's work on what the law actually says, whether having a classification/salary plan is required or optional. If it is not required and if the town decides it is not desired, we could delete sections 15 and 16 from the policies.
 - The next step after this consideration would be an informal consultation with Selectman Schwall.

6) Policy #6: Safety and #7: Substance Abuse

- The addition of recreational and medical marijuana to state law may require changes to these sections. The policy already prohibits being impaired at work, and that would seem to include marijuana; the policy already states conditions for prescribed medications, which would seem to account for medical marijuana.
- Only 6.6.5 would seem to need a change. "Operating a town-owned motor vehicle while under the influence of alcohol or drugs..." could have a word added, to read "Operating a town-owned motor vehicle while under the influence of alcohol, marijuana, or drugs....," because in state law marijuana has moved out of the category of illegal drugs. (While the point was not made, we'd also delete the word "marijuana" from the next line.)
- Richard will research how some other towns are coping.
- We noted that town policy nowhere states whether or not alcohol can be consumed while at work and/or on town premises. Our policies prohibit only "impairment" while at work and "being under the influence" while driving a town vehicle. This may be something to address in the future, and to add marijuana to it.

7) Adjournment

- The next meeting will tentatively be held March 28, 2017; Richard will consult those absent today.
- The meeting was adjourned 8:20 p.m.



Dave Scanlon, Chairman



Richard Panofsky, Interim Clerk