

**Town of Rehoboth
Personnel Board**



Minutes of Meeting on April 10, 2019 at Gladys L. Hurrell Rehoboth Senior Center

Present: Dave Scanlon, Richard Panofsky, Craig Chapman, Sandy Marquis

Absent: Lori Caron-Silveira

Call to order: 7:06 p.m.

- 1) **Approval of Minutes of March 6, 2019** – Sandy made a motion to approve the minutes. Richard seconded. **Motion passed 4-0.**
- 2) **New Business:**
 - Director of Information Technology and Media Job Posting.
 - Massachusetts Pregnant Workers Fairness Act. Lori will review and draft a policy addressing appropriate accommodations for discussion at next meeting.
 - Building Inspector Office complaint.
 - Craig will review Vacation Policy per discussion on how requests are being made.
- 3) **Job Descriptions:**
 - **Director of Information Technology and Media** – Dave presented draft with inputs from Sandy, and BOS Muri. Motion to approve and forward to BOS made by Dave and seconded by Craig. **Motion passed 4-0**
- 4) **Volunteer Policy:**
 - Richard presented draft for review, edits, and inputs. Richard will speak with REMA Chair about issues with temporary volunteers. Policy ready for BOS to view.
- 5) **Policy 35.0 Workplace Bullying Policy:**
 - Dave presented draft for review and input from the board. It was felt that in section 35.5 “decision” should be changed to “results” and that the grievance procedure should be referenced. Motion made by Sandy to approve with those modifications and seconded by Richard. **Motion passed 4-0**
- 6) **Adjournment:**
 - The next two meetings will be held May 8, and June 19, 2019 @ 7:00pm.
 - On a motion by Craig and second by Sandy, the meeting was adjourned 8:23p.m.

Dave Scanlon, Chairman

Craig Chapman, Clerk